



# CITY OF ARCHER

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**Mayor:** Iris Bailey

**Vice-Mayor:** Kathy Penny

**Commissioners:** Fletcher Hope, Joan White, Marilyn Green

**City Manager:** Charles A. (Tony) Hammond CCM

**April 8th, 2024**

6:00 P.M.

**JUNIOR CITY  
COMMISSION MEETING**

**ARCHER CITY HALL**

**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**JCC Mayor Jasmine Armstrong**

**Commissioner Charla Tood**

**Commissioner Mya Valdez**

**I. New Business**

**A. School News - Mrs. Hartwell**

**B. Media News - Mrs. Thompson**

**C. PBIS and Patrol News - Mr. Whiddon**

**D. Real Men Read - Mr. Lyons**

**E. EDEP - Mr. Hancock**

**F. JCC Current Projects**

**JCC Mayor Jasmine Armstrong**

**Vice Mayor Nirja Patel**

**Commissioner Mya Valdez**

**Commissioner Skylar Vazquez**

**Commissioner Charla Todd**

**Commissioner Samuel Bello**

**II. Other Business - Concluding Thoughts**

**Mayor, Vice Mayor, and all**

**Commissioners will share**

**III. Citizens Comments**

**IV. Motion to Adjourn**

**16870 SW 134<sup>TH</sup> AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039**

**Tel: (352)495-2880**

**Fax (352)495-2445**

6:30 P.M.

CITY COMMISSION  
MEETING

ARCHER CITY HALL

**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADOPTION OF AGENDA**

**I. Consent Agenda**

**Agenda Item 1:** Approve minutes from March 11th, 2024, City Commission Meeting

**Agenda Item 2:** Public Works Inventory

**Agenda Item 3:** Bank Statements

**II. Guest**

**Agenda Item 1:** Felicity Appel, Kimley-Horn-Updates

**Agenda Item 2:** Mike Latham, GatorSkitch Architects & Planners, New Archer Community Center Presentation

**Agenda Item 3:** GatorSkitch Architects & Planners, City Hall ADA Assessment & Alteration Design

**Agenda Item 4:** Martin Rochelle Learning Center- Fee Waiver Request for May 24th, 5-9pm, Archer Community Center, Graduation

**Agenda Item 4:** ACPO- Fee Waiver Request for May 11th, 11am-8pm, Maddox Park, 44<sup>th</sup> Annual Culture Arts Festival

**III. Public Announcements**

**IV. Public Comment**

*As part of the Commission's public outreach, we invite Archer residents and the members of the public to share their thoughts, suggestions, and concerns at designated times during Commission meetings. Each person is allotted the maximum time of **three (3) minutes** to ensure everyone has an opportunity to be heard and responded to, we ask that you adhere to the following guidelines:*

- Please state your full name (or first name if you prefer)
- Please state your question, comment, or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous to others and refrain from using language that would be considered insulting, offensive, or insensitive.

*Thank you for your cooperation.*

*The Commission is here to serve you.*

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**V. Planning Calendar**

- A. Joint Board of County Commission (BoCC) and City Commission Meeting on Monday, April 15th, 2024, at 6pm, Archer Community Center
- B. City Commission Meeting on Monday, May 13th, 2024, at 6pm, City Hall Chambers

**VI. Old Business**

**Agenda Item 1:** Resolution No 2024-08, Agreement Between the City and Pyrotecnico Fireworks, Inc., for a Fireworks Display on July 6th, 2024

**VII. New Business**

**Agenda Item 1:** Ordinance Number 01-2024, Exempting Residents of Multifamily Residences and Community Residence Homes from Mandatory City Solid Waste Collection Service (first reading)

**Agenda Item 2:** Resolution No 2024-10, Interlocal Agreement Between the City and City of Gainesville, Florida for Maintenance and Operation of Traffic Signals, School Beacons, Its Devices and Connected Vehicle Devices

**Agenda Item 3:** Resolution 2024-11, Setting the Special Election Date for the City of Archer for Seats Numbers 1, 2 and 3; Designating the Election Date for the 11<sup>th</sup> Day of June 2024

**Agenda Item 4:** Appoint One Voting Member and One Alternate Member to the Planning & Zoning Board

**Agenda Item 5:** Authorize the City Attorney's Office to File Suit on three Code Cases, 12679 SW 167<sup>th</sup> Drive, 13011 SW 176<sup>th</sup> Street, 14160 SW 167<sup>th</sup> Street.

**Agenda Item 6:** Charter Amendments Discussion

**VIII. Reports, Correspondence, Communication**

**Agenda Item 1:** Letter to Governor Ron DeSantis

**IX. City Managers Report**

**X. Attorney Report**

**Agenda Item 1:** Legislative Update, Local Government Cybersecurity Act

**XI. Commissioners Report**

**XII. Public Comment Period**

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- Please state your question, comment, or concern in as few words as possible.
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### **XIII. Adjournment**



# CITY OF ARCHER

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## I. Consent Agenda

**Agenda Item 1:** Approve minutes from March 11th, 2024, City Commission Meeting

**Agenda Item 2:** Public Works Inventory

**Agenda Item 3:** Bank Statements

**Staff Recommendation:** Approve Agenda Items 1-3

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

**Action:** Approve/Disapprove Staff Recommendation

**CITY OF ARCHER**

16870 SW 134<sup>th</sup> Ave, Archer, Florida 32618-0039

Phone: 352-495-2880 Fax: 352-495-2445

**CITY COMMISSION MEETING MINUTES**

**Monday, March 11<sup>th</sup>, 2024, Time: 6:00 PM**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD-FOR-WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

Call to Order at 6:03pm:	Mayor Iris Bailey
Opening Prayer:	Commissioner Fletcher Hope
Leading the Pledge of Allegiance:	Vice Mayor Kathy Penny
Quorum Present:	

Mayor	Iris Bailey
Vice Mayor	Kathy Penny
Commissioners	Fletcher Hope
	Marilyn Green
	Joan White

Staff:	
City Manager	Charles Hammond
City Attorney	Danielle Adams
Deputy City Clerk	Deanna Alltop

**ADDITIONS OR DELETIONS TO THE AGENDA**

City Manager Hammond requested to add; Orkin under old business, Pyrotecnico #4 under new business and Charter Schools #5 under new business.

**ADOPTION OF AGENDA**

Commissioner White motioned to approve the agenda with the additions, seconded by Vice Mayor Penny.

Public comment: Laurie Costello

**Motion Carried : 4-0**

**MOTION**

Commissioner White motion to excuse Commissioner Green, seconded by Vice Mayor Penny.

No public comment

**Motion Carried: 4-0**

**I. Consent Agenda**

**Agenda Item 1:** Approve minutes from February 12th, 2024, City Commission Meeting

Commissioner Hope motioned to approve the consent agenda, seconded by Commissioner White.  
No public comment

**Motion Carried: 4-0**

**MOTION**

Commissioner Hope motioned to have all the bank statements with what bills have been paid and balances with redacted account numbers included in the agendas, seconded by Commissioner White.

No public comment

**Motion Carried: 4-0**

**II. Guest**

**Agenda Item 1:** Felicity Appel, Kimley-Horn-Updates

Vincent Spahr from Kimley-Horn presented the updates; the stormwater project with the Army Corp will be completed around mid-June, the report will be presented to the Commission in July. The cemetery drone mapping is still being worked on. Wastewater is moving forward, we do not have the rates just yet. Working on completing additional funding grants. The water system is on the agenda under new business.

Public comment: Laurie Costello

**III. Public Announcements**

None

**IV. Public Comment**

Bill Lewandowski, Deborah Welch, Tangie Green, Bob Kasicki, Laurie Costello

**MOTION**

Commissioner White motioned for the City Attorney to send Edmunds a breach of contract letter, seconded by Vice Mayor Penny.

No public comment

**Motion Carried: 4-0**

- Commissioner Green arrived at 6:52 PM

**V. Planning Calendar**

**A.** City Commission Meeting on Monday, April 8<sup>th</sup>, at 6pm, City Hall

**B.** Joint Meeting with Board of County Commissioners (BoCC) on Monday, April 15<sup>th</sup> at 6pm, Archer Community Center

City Manager Hammond reviewed the planning calendar.

**VI. Old Business**

**Agenda Item 1:** Follow Up on Orkin/Third Party Termite Inspector's Report and 2024 Annual Termite Inspection for the ACC

City Manager Hammond stated that USDA did an inspection at the Archer Community Center last week. Orkin came on Thursday last week to perform the annual termite inspection. City Manager Hammond reviewed the Orkin documents in the agenda. Orkin inspected the entire building inside and out and there was no termite activity at this time.

**VII. New Business**

**Agenda Item 1:** Proclamation, March 2024 as Problem Gambling Awareness Month  
Commissioner White motioned to approve the Proclamation, seconded by Commissioner Green.  
No public comment  
**Motion Carried: 5-0**

**Agenda Item 2:** Resolution No 2024-06, Statewide Mutual Aid Agreement with the State of Florida  
Division of Emergency Management  
City Attorney Adams read Resolution No 2024-06 by title only.  
Commissioner White motioned to approve Resolution No 2024-06, seconded by Commissioner Hope.  
City Manager Hammond stated that this is an amendment to the previous agreement.  
No public comment  
**Motion Carried: 5-0**

**Agenda Item 3:** Resolution No 2024-07, Approving that certain Agreement, IPO Number 002-24 with  
Kimley-Horn and Associates, Inc., for Archer Water System Improvements Design and Permitting  
City Attorney Adams read Resolution No 2024-07 by title only.  
Commissioner Hope motioned to approve Resolution No 2024-07, seconded by Vice Mayor Penny.  
Public comment: Bill Lewandowski  
**Motion Carried: 5-0**

**Agenda Item 4:** Resolution No 2024-08, Agreement Between the City and Pyrotecnico Fireworks, Inc.,  
for a Fireworks Display on July 6, 2024  
City Attorney Adams read Resolution No 2024-08 by title only.  
Commissioner Hope motioned to approve Resolution No 2024-08 for the sake of discussion, seconded  
by Commissioner White.  
Public comment: Bob Kasicki  
**Motion Failed: 2-3** (Commissioner White, Green and Vice Mayor Penny dissenting)

**Agenda Item 5:** Resolution No 2024-09, Opposing the Conversion of Newberry Elementary School,  
Oak View Middle School, and Newberry High School to Charter Schools  
Mayor Bailey reviewed the background of the Resolution.  
City Attorney Adams read Resolution No 2024-09 by title only.  
Public comment: Laurie Costello, Bobby Murmer, Ms. Oldman  
Commissioner White motioned to approve Resolution No 2024-09, seconded by Commissioner Green.  
**Motion Carried: 5-0**

**VIII. Reports, Correspondence, Communication**

None

**IX. City Managers Report**

- 1. Overtime for the month of February. After reviewing this report, I will be having a conversation with everyone tomorrow about the overtime, not taking lunch breaks and coming in early for shifts.

	<b>2/7/24</b>	<b>2/22/24</b>
Deanna Alltop	0	13
John Berger	2.75	11.5
Steve Gray	1.50	0
Carlton Miller	0	0
Calvin Robinson	0	0



Justin Southard	1.50	6.50
Tangie Green	5.25	6.75
Cindy Thomas	26	0
Scott White	.50	.25

2. The next food drive at Maddox Park will be 03/12/2024, and 03/26/2024 in conjunction with Cox Communication. They as always are extremely successful, as of now, the next Farm Share has not been scheduled.
3. GatorSkitch Architects & Planners and Kimley & Horn will be making a full presentation of the proposed Community Center at Maddox Park at the April City Commission meeting.
4. We had 1 Code Violation issued in February for 14594 SW SR 45
5. I met with Alachua County Public Works last week about SW 143rd Avenue, for some recommendations. They suggested we take two bore samples to determine the depth of the lime rock base under the asphalt, once that is determined, have the sections with the bad potholes milled 1 ½ and the county will come in and pave those sections we have milled.
6. Still replacing meter box and lids. Cut back the right of way in front of Dan Becks. Started back in zones mowing and weed eating clean the sidewalk on SW139th Ave., mowed retention pond in Holly Hills, sprayed and put down new mulch at tot lot and put down new mulch at the welcome to Archer sign on Archer Road. Continue to do the food giveaway. No road work because of the tractor being down. Got the bathroom at Wilson Robinson repaired, so all the bathrooms will be open as soon as the concrete dries. The camera system caught four teenagers (not from Alachua County) at WRP this weekend, ASO stopped and questioned them before trespassing them and charging one with possession. Saturday evening three kids were caught swinging from the fluorescent lights pulling them out of the ceiling, ASO was again called, however the kids were gone. ASO is trying to locate them to have a conversation with the parents. When you see our Public Works Department out and about, Thank Them for What They Do. They work hard to keep our city going.

**X. Attorney Report**

Foreclosing on the Thickets property is almost complete, then it will be placed up for auction, if the city is the winning bid we would take possession of the property, if not, we will receive the funds from the sale for our lien. It does have to be placed up for auction.

**XI. Commissioners Report**

Commissioner Hope

Explained condemning a property is different than foreclosure.

Behind Sara Brannon’s property there is someone living in the wide open, the back trailer is completely off.

Inquired about the man at the feed store. The property owner evicted him from the property.

Attended the NCFPC meeting.

Attended the League of Cities meeting.

Attended the Newberry Charter Schools meeting a few weeks ago at the Archer Community Center.

Suggested we have banners made for the community clean-up next year.

Commissioner Green

Attended the community meeting for the Newberry Charter Schools in Newberry when they first announced the proposal.

Attended the City of Newberry meeting.

Commissioner White

Attended two community meetings for the Newberry Charter Schools.

Received several phone calls about the Charter Schools and the batch plant.

Asked the City Attorney what happens if the P&Z board hearing has a 2-2 vote, the motion would fail and it can still be moved onto the City Commission.

Next week ball games start on Tuesday's and Thursday's.

Vice Mayor Penny

Attended all three Newberry Charter Schools meetings.

Attended an event the Rosewood foundation held this past weekend.

Mayor Bailey

Attended the Newberry Charter Schools meeting in Archer.

**XII. Public Comment Period**

Tangie Green, Commissioner White, Laurie Costello, Don Hantzsche, Bobby Murmer, J. Gomez, Bill Lewandowski.

**XIII. Adjournment**

Mayor Bailey adjourned the meeting at 9:09pm.

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Charles Hammond, City Manager

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Iris Bailey, Mayor

PUBLIC WORKS  
SMALL TOOL INVENTORY LIST

April 8, 2024

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total In Stock
1/2 Drive	Adapter	3/4				2
1/2 Drive	Extension	3				2
1/2 Drive	Extension	5				1
1/2 Drive	Extension	10				1
1/2 Drive	Impact Extension	4				1
1/2 Drive	Ratchet					3
1/2 Drive	Torque Wrench					2
1/2 Drive Deep Impact Socket	Metric	30				2
1/2 Drive Deep Impact Socket	Metric	38				1
1/2 Drive Deep Impact Socket	SAE	3/8				2
1/2 Drive Deep Impact Socket	SAE	7/16				2
1/2 Drive Deep Impact Socket	SAE	9/16				2
1/2 Drive Deep Impact Socket	SAE	3/4				0
1/2 Drive Deep Impact Socket	SAE	13/16				1
1/2 Drive Deep Impact Socket	SAE	7/8				1
1/2 Drive Deep Impact Socket	SAE	15/16				1
1/2 Drive Deep Impact Socket	SAE	1				1
1/2 Drive Deep Impact Socket	SAE	1 1/4				1
1/2 Drive Deep Impact Socket	SAE	1 1/2				1
1/2 Drive Deep Socket	SAE	1 1/16				1
1/2 Drive Deep Socket	SAE	1 1/2				0
1/2 Drive Impact Socket	SAE	3/8				2
1/2 Drive Impact Socket	SAE	7/16				2
1/2 Drive Impact Socket	SAE	1/2				4
1/2 Drive Impact Socket	SAE	9/16				2
1/2 Drive Impact Socket	SAE	5/8				1
1/2 Drive Impact Socket	SAE	11/16				1
1/2 Drive Impact Socket	SAE	3/4				0
1/2 Drive Impact Socket	SAE	13/16				2

## SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
1/2 Drive Impact Socket	SAE	7/8				1
1/2 Drive Impact Socket	SAE	15/16				1
1/2 Drive Impact Socket	SAE	1				2
1/2 Drive Impact Socket	SAE	1 1/16				0
1/2 Drive Impact Socket	SAE	1 5/16				1
1/2 Drive Impact Socket	SAE	1 1/2				0
1/2 Drive Socket	Metric	9				1
1/2 Drive Socket	Metric	10				1
1/2 Drive Socket	Metric	12				1
1/2 Drive Socket	Metric	13				1
1/2 Drive Socket	Metric	14				2
1/2 Drive Socket	Metric	15				2
1/2 Drive Socket	Metric	16				2
1/2 Drive Socket	Metric	17				1
1/2 Drive Socket	Metric	18				1
1/2 Drive Socket	Metric	19				1
1/2 Drive Socket	Metric	21				1
1/2 Drive Socket	Metric	22				1
1/2 Drive Socket	Metric	27				1
1/2 Drive Socket	Metric	30				1
1/2 Drive Socket	SAE	7/16				1
1/2 Drive Socket	SAE	1/2				2
1/2 Drive Socket	SAE	9/16				2
1/2 Drive Socket	SAE	5/8				2
1/2 Drive Socket	SAE	11/16				2
1/2 Drive Socket	SAE	3/4				3
1/2 Drive Socket	SAE	13/16				2
1/2 Drive Socket	SAE	7/8				2
1/2 Drive Socket	SAE	15/16				1
1/2 Drive Socket	SAE	1				2
1/2 Drive Socket	SAE	1 1/16				1

PUBLIC WORKS  
SMALL TOOL INVENTORY LIST

April 8, 2024

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
1/2 Drive Socket	SAE	1 1/8				1
1/2 Drive Socket	SAE	1 3/16		1		1
1/2 Drive Socket	SAE	1 1/4				1
1/4 Drive	Ratchet					1
1/4 Drive	Extension	3				0
1/4 Drive Deep Socket	Metric	4				1
1/4 Drive Deep Socket	Metric	4.5				0
1/4 Drive Deep Socket	Metric	5				1
1/4 Drive Deep Socket	Metric	5.5				0
1/4 Drive Deep Socket	Metric	6				1
1/4 Drive Deep Socket	Metric	7				1
1/4 Drive Deep Socket	Metric	8				1
1/4 Drive Deep Socket	Metric	9				1
1/4 Drive Deep Socket	Metric	10				3
1/4 Drive Deep Socket	Metric	11				2
1/4 Drive Deep Socket	Metric	12				3
1/4 Drive Deep Socket	Metric	13				0
1/4 Drive Deep Socket	SAE	5/32				0
1/4 Drive Deep Socket	SAE	3/16				1
1/4 Drive Deep Socket	SAE	7/32				0
1/4 Drive Deep Socket	SAE	1/4				2
1/4 Drive Deep Socket	SAE	9/32				1
1/4 Drive Deep Socket	SAE	11/32				2
1/4 Drive Deep Socket	SAE	3/8			1	2
1/4 Drive Deep Socket	SAE	4/9				0
1/4 Drive Deep Socket	SAE	1/2				0
1/4 Drive Socket	Metric	5				2
1/4 Drive Socket	Metric	5.5				2
1/4 Drive Socket	Metric	6				3
1/4 Drive Socket	Metric	7				2
1/4 Drive Socket	Metric	8				1

## SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total In Stock
1/4 Drive Socket	Metric	10				1
1/4 Drive Socket	Metric	11			1	2
1/4 Drive Socket	Metric	12				2
1/4 Drive Socket	Metric	13				0
1/4 Drive Socket	Metric	14				2
1/4 Drive Socket	SAE	5/32			1	3
1/4 Drive Socket	SAE	3/16				4
1/4 Drive Socket	SAE	7/32				3
1/4 Drive Socket	SAE	1/4				3
1/4 Drive Socket	SAE	9/32				4
1/4 Drive Socket	SAE	5/16			1	4
1/4 Drive Socket	SAE	11/32				5
1/4 Drive Socket	SAE	3/8			2	4
1/4 Drive Socket	SAE	7/16				3
1/4 Drive Socket	SAE	15/32				2
1/4 Drive Socket	SAE	1/2				1
1/4 Drive Socket	SAE	9/16				2
3/4 Drive	Breaker Bar					1
3/4 Drive	Extension	8				2
3/4 Drive	Impact Extension	5				1
3/4 Drive	Ratchet					2
3/4 Drive Socket	SAE	1 3/16				1
3/4 Drive Socket	SAE	1 1/4				1
3/4 Drive Socket	SAE	1 11/16				1
3/8 Drive	Adapter	1/4				2
3/8 Drive	Extension	18				2
3/8 Drive	Swivel Socket	5/8				1
3/8 Drive	Extension	3				2
3/8 Drive	Extension	6				2
3/8 Drive	Extension	10				2
3/8 Drive	Ratchet					2

## SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
3/8 Drive Deep Impact Socket	Metric	12				1
3/8 Drive Deep Socket	Metric	9				1
3/8 Drive Deep Socket	Metric	10				1
3/8 Drive Deep Socket	Metric	12				0
3/8 Drive Deep Socket	Metric	13				1
3/8 Drive Deep Socket	Metric	14				0
3/8 Drive Deep Socket	Metric	15				1
3/8 Drive Deep Socket	Metric	16				1
3/8 Drive Deep Socket	Metric	17				0
3/8 Drive Deep Socket	SAE	3/8				1
3/8 Drive Deep Socket	SAE	7/16				1
3/8 Drive Deep Socket	SAE	1/2				2
3/8 Drive Deep Socket	SAE	5/8				4
3/8 Drive Deep Socket	SAE	11/16				2
3/8 Drive Deep Socket	SAE	3/4				0
3/8 Drive Deep Socket	SAE	13/16				1
3/8 Drive Impact Socket	SAE	1/2				1
3/8 Drive Socket	Metric	6				2
3/8 Drive Socket	Metric	7				1
3/8 Drive Socket	Metric	8				2
3/8 Drive Socket	Metric	9				5
3/8 Drive Socket	Metric	10				2
3/8 Drive Socket	Metric	11				4
3/8 Drive Socket	Metric	12				3
3/8 Drive Socket	Metric	13				3
3/8 Drive Socket	Metric	14				2
3/8 Drive Socket	Metric	15				3
3/8 Drive Socket	Metric	16			2	4
3/8 Drive Socket	Metric	17				4
3/8 Drive Socket	Metric	18				3

SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total In Stock
3/8 Drive Socket	Metric	20				1
5/8 Drive Socket	Metric	21				2
3/8 Drive Socket	Metric	22				1
3/8 Drive Socket	SAE	1/4				2
3/8 Drive Socket	SAE	5/16				1
3/8 Drive Socket	SAE	3/8			1	4
3/8 Drive Socket	SAE	7/16				4
3/8 Drive Socket	SAE	1/2			2	4
3/8 Drive Socket	SAE	9/16				2
3/8 Drive Socket	SAE	5/8			1	4
3/8 Drive Socket	SAE	11/16				5
3/8 Drive Socket	SAE	3/4				4
3/8 Drive Socket	SAE	13/16				5
3/8 Drive Socket	SAE	7/8				0
Allen Wrench Set						2
Asphalt Lute						2
Bearing Separator						1
Bolt Cutter		24				2
Brush	Wire					2
Cane Knife						2
Chain	Tiedown					6
Chain Binder						4
Chain Sharpener	Timberline					1
Chalkline						2
Chisel	Cold					4
Chisel	Wood					2
Come-along winch						1
Cooler	Rectangle					2
Cooler	Round					2
Dolly/Hand Truck						2
Duckbill Tool						1



## SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
Easy Out Set (64 piece)	Tools				2	1
Fall Protection	Harness					2
Fall Protection	Lanyard					1
File	Round					4
Flashlight						1
FUBAR Functional Utility Bar		18				1
Fuel Can	Diesel	5 gallon				4
Fuel Can	Gas	2 gallon				2
Fuel Can	Gas	5 gallon				5
Grub Hoe						1
Hammer	Ball Peen					1
Hammer	Claw					2
Hammer	Sledge	3 lb				1
Hammer	Sledge	8 lb				1
Hand Shear						1
Hand Shovel				2		3
Handsaw	Backsaw with Miterbox					1
Handsaw	Bow					1
Handsaw	Crosscut	26				2
Handsaw	Hacksaw					1
Handsaw	Keyhole					1
Handsaw	Panel	12				2
Handsaw	Pruning	13				1
Handsaw	Pruning	18				1
Handsaw	Pruning	21				1
Hedge Shears						3
Hoe						1
Hoe	Air					1
Hose	Discharge	2				1
Hose	Suction	1				1

PUBLIC WORKS  
SMALL TOOL INVENTORY LIST

April 8, 2024

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total In Stock
Hydrant Setter	Lifting Tool					1
Jack Stand						4
Ladder	Extension, Aluminum	28				1
Ladder	Step, Aluminum	6				1
Ladder	Step, Fiberglass	6				1
Ladder	Step, Fiberglass	8				1
Ladder	Step, Fiberglass	10				1
Ladder	Step, Wood	5				1
Level	I-Beam	48				1
Level	I-Beam	60				1
Level	Laser				1	0
Level	Lineman					1
Level	Torpedo				1	1
Loppers						2
Log Roller						1
Marking Wand						1
Measuring Wheel						1
Nut Driver		Various				5
Paint Mixing Paddle		17				1
Paint Mixing Paddle		23				2
PE Shut-off Toll						2
Pick Axe						2
Pinch Bar		60				1
Pitchfork						2
Pliers	Cable Cutting					2
Pliers	Channel Lock	10				2
Pliers	Channel Lock	12				1
Pliers	Channel Lock	16 1/2				1
Pliers	Diagonal Cutting	6				1
Pliers	End Cutting					1
Pliers	Fencing					1

PUBLIC WORKS  
SMALL TOOL INVENTORY LIST

April 8, 2024

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
Pliers	Lineman	10				1
Pliers	Slip Joint	6				1
Pliers	Slip Joint	8				1
Pliers	Split Ring					0
Pliers	Tin Snips	1 1/4				1
Pliers	Tin Snips	2 3/4				1
Pliers	Wire Stripper					2
Pliers	Crimper					1
Pop Up Tent		10 X 10				2
Post Driver						1
Posthole Digger						2
Probe	Non-metallic	60				2
Pry Bar		16				1
Punch						0
PVC Cutter		1 1/4				1
PVC Cutter		1 5/8				1
PVC Cutter		2 1/2				1
Rake	Garden					1
Rake	Leaf					5
Ratchet Wrench	Metric	8				0
Ratchet Wrench	Metric	9				0
Ratchet Wrench	Metric	10				0
Ratchet Wrench	Metric	11				0
Ratchet Wrench	Metric	12				0
Ratchet Wrench	Metric	13				0
Ratchet Wrench	Metric	14				0
Ratchet Wrench	SAE	5/16				0
Ratchet Wrench	SAE	3/8				0
Ratchet Wrench	SAE	7/16				2
Ratchet Wrench	SAE	1/2				1
Ratchet Wrench	SAE	9/16				2

## SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
Ratchet Wrench	SAE	5/8				1
Ratchet Wrench	SAE	11/16				1
Ratchet Wrench	SAE	3/4				2
Ratchet Wrench	SAE	7/8				1
Rivet Gun						3
Rubber Mallet		8				1
Rubber Mallet		16				1
Screw Driver	Assorted Tips	Various Sizes			4	19
Screw Driver	Cross Tip	Various Sizes				1
Screw Driver	Flat Tip	Various Sizes				1
Screw Driver	Star Tip	Various Sizes				5
Shovel	Round Point				8	10
Shovel	Trench					2
Shovel	Square Point					4
Socket Set	Craftsman					2
Socket Set	Pittsburgh					1
Square	Framing					1
Square	Speed					1
Squeegee						2
Star Key Set	T-Handle	T7-T40				1
Stud Finder						1
Surface Cleaner	Pressure Washer Attachment					1
Tape Measure		12 FT.				2
Tape Measure		100 FT.		1		1
Two-jaw Puller						1
Valve Key	Adjustable					1

SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
Water Pressure Gauge						2
Wheel Barrow						4
Wrench	Crescent	12				1
Wrench	Crescent	15				1
Wrench	Oil Filter					1
Wrench	Pipe	16				3
Wrench	Pipe	22				1
Wrench	Crescent	8				1
Wrench	Spud					2
Wrenches	Metric	5.5				1
Wrenches	Metric	6				0
Wrenches	Metric	7				1
Wrenches	Metric	8				0
Wrenches	Metric	9				1
Wrenches	Metric	10			1	2
Wrenches	Metric	11				2
Wrenches	Metric	12			1	4
Wrenches	Metric	13				1
Wrenches	Metric	14				4
Wrenches	Metric	15				5
Wrenches	Metric	16				2
Wrenches	Metric	17				4
Wrenches	Metric	18				1
Wrenches	Metric	19				0
Wrenches	SAE	1/4				3
Wrenches	SAE	5/16				3
Wrenches	SAE	11/32				1
Wrenches	SAE	3/8				1
Wrenches	SAE	7/16				1
Wrenches	SAE	1/2				1
Wrenches	SAE	9/16				2

SMALL TOOL INVENTORY LIST

Description	Category	Size	Acquisition or Disposal Date	Add	Subtract	Total in Stock
Wrenches	SAE	1 1/16				2
Wrenches	SAE	3/4				2
Wrenches	SAE	13/16				1
Wrenches	SAE	7/8				0
Wrenches	SAE	1				1
Wrenches	SAE	1 1/16				2
Wrenches	SAE	1 1/8				1
Wrenches	SAE	1 3/16				1
Wrenches	SAE	1 1/4				2
Wrenches	SAE	1 5/16				1
Wrenches	SAE	1 1/2				1
Wrenches	SAE	1 5/8				1
Wrenches	SAE	1 3/4				1

**EQUIPMENT AND TOOL INVENTORY LIST**  
**April 8, 2024**

Category	Manufacturer	Model	Description	Serial Number	Location	Acquired	Disposed	Total
Equip/Attach	Bush Hog	256	Bush Hog 256	1201193	Shop			1
	Bush Hog	FTH 720	Bush Hog FTH 720	12-06941	Shop			1
	Bush Hog	RDTH 72	Bush Hog RDTH 72	12-20089	Shop			1
	Carry-On Trailer	16' Trailer	16' Trailer	XD6184	Shop			1
	Ford	1720	Ford Tractor	N/A	Shop			1
	Ford	Angle Blade	Ford Angle Blade	N/A	Shop			1
	Gefco	Tiller	Gefco Tiller	N/A	Shop			1
	John Deere	27D	Excavator	FE027DX224101	Shop			1
	John Deere	5325	John Deere Tractor	1XFAP12FTF0029172	Shop			1
	John Deere	Bucket	John Deere Bucket	N/A	Shop			1
	John Deere	Forks	John Deere Forks	N/A	Shop			1
	John Deere	Grapple	John Deere Grapple	N/A	Shop			1
	John Deere	Z920M	John Deere Mower	1TC920MCTET020677	Shop			1
	John Deere	Z920M	John Deere Mower	1TC920MCCNT10760				1
	John Deere	Z920M	John Deere Mower	1TC920MCCNT101747				1
	King Kutter	BB-G-84-RR	Box Blade	1001629439	Shop			1
	Kubota	SSV75	Skid Steer	24725	Shop			1
	Kubota	ZD1211R-3-60R	Kubota Mower	30046	Shop			1
	Kubota	ZD1211R-3-60R	Kubota Mower	30042	Shop			1
	Land Pride	HB84	Kubota Hopper Broom	1072652K	Shop			1
	Land Pride	PFL4548	Kubota Forks	1069989K	Shop			1
	Land Pride	RG3074	Kubota Grapple	1077080K	Shop			1
	N/A	20' Trailer	20' Trailer	XA1336	Shop			1
	N/A	250 Gallon	250 Gallon Gasoline Pump and Tank	CG7542557	Shop			1
	N/A	4' Trailer	3.5' X 4" Trailer	N/A	Shop			1
	N/A	500 Gallon	500 Gallon Diesel Pump and Tank	D10067451	Shop			1
	N/A	MEP-805B	30KW Generator	HX34838	City Hall			1
	N/A	MEP-805B	30KW Generator	HX33815	Shop			1
	N/A	KS70	Ice Machine	112047235	Shop			1
	N/A	SSRC	Brush Cutter	SSRC22103003	Shop			1
Miscellaneous								
			White Chairs	N/A	Shop			1
			Metal Chairs	N/A	Shop			22
			White Tables	N/A	Shop			16
			Propane Grill	N/A	Shop			4
			Pop Up Tent 10 X 10	N/A	Parks & Rec			1
			Pop Up Tent 10 X 10	N/A	Shop			3
			Pop Up Tent 10 X 20	N/A	Shop			2
			Propane Grill	N/A	Shop	1		2
Small Tool	Infocus	ST-HB55A	Infocus Television/LCD Monitor	BGIU00500212	Shop			1
	Mantowoc	UY0240A-161B	Ice Machine	310340411	Shop			1
	N/A	Shop Fan	Shop Fan	N/A	Shop			1
	Ohio Forge	S10-467	6" Bench Grinder	1991-5-CS	Shop			1

**EQUIPMENT AND TOOL INVENTORY LIST**  
**April 8, 2024**

Category	Manufacturer	Model	Description	Serial Number	Location	Acquired	Disposed	Total
	Porter Cable	PXCM601	Shop Air Compressor	1315102P2940170	Shop			1
	Pro Steel	Tool Box	Rollaway Tool Box	N/A	Shop			1
	Wilton	656	6" Bench Vise	N/A	Shop			1
	N/A	Air Die Grinder	Air Die Grinder	N/A	Shop			1
	N/A	Air Ratchet	Air Ratchet	N/A	Shop			1
	ACE	APEL50	1/2 HP Submersible Sewage Pump	5733-APL4	Shop			1
	BEATTI	BP101	Jumpbox	BTBR10193590071	Shop			1
	Central Pneumatic	Wheelbarrow	Wheelbarrow Compressor	357821823	Shop			1
	Chicago Electric	40388	Arc Welder	N/A	Shop			1
	Chicago Electric	64808	Inverter Plasma Cutter	2719371470042	Shop			1
	Chicago Pneumatic	CP7748-2	Air Impact Wrench	E05637 2018	Shop			1
	Bosch	RHSYOM	Hammer Drill	132007864	Shop			1
	Country Way	15 Gallon	15 Gallon Tank Sprayer	N/A	Shop			1
	Craftsman	320.46123	7 1/4" Circular Saw	S1618	Shop			1
	DeWalt	DCB112	DeWalt Battery Charger	N/A	Shop			1
	DeWalt	DCB200	DeWalt Battery	N/A	Shop			1
	DeWalt	DCB203	DeWalt Battery	N/A	Shop			1
	DeWalt	DCB207	DeWalt Battery	N/A	Shop			1
	DeWalt	DCCD970	DeWalt Drill	DCCG966	Shop			1
	DeWalt	DWD 112	Electric Drill	815698	Shop			1
	DeWalt	DGCR885	DeWalt Impact Driver	DBKFGJT	Shop			1
	DeWalt	DCCG412	DeWalt 4 1/2" Grinder	DCCQ20Y8	Shop			1
	DeWalt	DCLD40	DeWalt Worklight	DB6V303	Shop			1
	DeWalt	DCS331	DeWalt Jigsaw	DBZT4H0	Shop			1
	DeWalt	DCS381	DeWalt Sawzall	DBC9AWD	Shop			1
	Flotec	FP5455-01	Flotec Trash Pump	T0581303004914	Shop			1
	Honda	3S5	Honda Trash Pump	GC02-6268414	Shop			1
	Husqvarna	Blower	Backpack Blower	80431499	Shop			1
	Keo	Walk-Behind	Self-Propelled Mower	277269	Shop			1
	Kohler	3" Trash Pump	3" Trash Pump	4825301289	Shop			1
	Honda	WH20XT	Zin Pump	WAKT 3027048	Shop			1
	Honda	N/A	25 Ft discharge hose	N/A	Shop			1
	Honda	N/A	25 Ft discharge hose	N/A	Shop			1
	Honda	N/A	15 Ft discharge hose	N/A	Shop			1
	Kohler	Series 10000	10KW Generator	4828314948	Shop			1
	Kohler	Triplex 9200	Generator/Welder/Compressor	4828340938	Shop			1
	Kohler		Wheelbarrow Compressor	4829924318	Shop			1
		6068	Large Angle Grinder	817B400340436	Shop			1
	MK Diamond	CX-3	Walk Behind Concrete Saw	7503	Shop			1
	N/A	Battery	Cattery Charger	N/A	Shop			1
	NAPA	6-746	Air Impact Wrench	B4 700514	Shop			1
	Northern	JCP-80	Plate Compactor	N/A	Shop			1



**EQUIPMENT AND TOOL INVENTORY LIST**  
**April 8, 2024**

Category	Model	Description	Serial Number	Location	Acquired	Disposed	Total
Poulan Pro	PR 2322	Hedge Trimmer	EFH550254MC	Shop			1
Predator	1" Water GA-52CX	1" Water Pump	A1803013170	Shop			1
Schonstedt	EAL6-SQ650	Magnetic Locator	351497	Shop			1
Shop Vac		Shop Vac	N/A	Shop			1
Shop-Vac	LB650C	Shop Vac	N/A	Shop			1
Shop-On	Air Hammer	Air Hammer	N/A	Shop			1
Shop-On	BR 700	Backpack Blower	516613488	Shop	8/22		2
Huskavarna	N/A	Backpack Sprayer	N/A	Shop			1
Stihl	Edger	Edger	N/A	Shop			2
Rural King	N/A	Tank Sprayer	N/A	Shop			1
Better Built	N/A	Fuel Transfer Tank, 100 Gal.	N/A	Shop			1
Stihl	FS 131 RZ	Weedeater	516279395	Shop	8/22		1
Stihl	FS 131 RZ	Weedeater	516277784	Shop	8/22		1
Stihl	FS 70 R	Weedeater	503343802	Shop			1
Stihl	FS 131R	Weedeater	9030208	Shop	8/22		1
Stihl	FS 131R	Weedeater	9038725	Shop	8/22		1
Stihl	FS 90 R	Weedeater	504049135	Shop			1
Stihl	HT 101	Pole Saw	500249418	Shop			1
Stihl	HT 131	Pole Saw	9038927	Shop	8/22		1
Stihl	HT 131	Pole Saw	9038926	Shop	8/22		1
Stihl	MS 210	16" Chainsaw	09009584	Shop			1
Stihl	MS 310	20" Chainsaw	11271211041	Shop	8/22		1
Stihl	MS 391	25" Chainsaw	11400840901	Shop	8/22		1
Stihl	MS 391	25" Chainsaw	187594493	Shop	8/22		1
Stihl	MS 462	25" Chainsaw	9038931	Shop	8/22		1
Stihl	MS 462	25" Chainsaw	9038929	Shop	8/22		1
Stihl	TS 410	Concrete Saw	06005588	Shop	8/22		1
Stihl	TS 460	Concrete Saw	N/A	Shop			1
Stihl	GS 461	Concrete Saw	9038925	Shop			1
Wirco	9000	9KW Generator	CSAWC9000E/B	Shop			1
Schonstedt	N/A	Locator	N/A	Shop			1
Banner Man	N/A	Diamond Edger	N/A	Shop			1
Portacool	N/A	Fan	N/A	Shop			1
Sirinson	N/A	Pressure Washer	N/A	Shop			1
Craftsman	N/A	Shop Vac	N/A	Shop			1
Victory	N/A	2 - Back Pack Sprayers	N/A	Shop			1
Wojet	N/A	Surface Cleaner	N/A	Shop			1
Ace	N/A	3/4 Pump for Splash Pad	N/A	Shop			1
Bull	N/A	Float for Cement	N/A	Shop			1
N/A	N/A	Gas Can, 5 Gal	N/A	Shop			3
N/A	N/A	Gas Can, 1 Gal	N/A	Shop			2
N/A	N/A	Inferno Gas Torch	N/A	Shop			2

**EQUIPMENT AND TOOL INVENTORY LIST  
April 8, 2024**

Category	Manufacturer	Model	Description	Serial Number	Location	Acquired	Disposed	Total
Vehicles	Chevrolet	2500HD	2006 Chevy with pipe rack	1GBHC24U06E174167	Shop			1
	Ford	F250	2017 F250 Diesel Crew Cab	FT7W2B15JEC10355	Shop			1
	Ford	F250	2000 Water Truck	1FTNF20L4YEC58188	Shop			1
	GMC	Topkick	1994 Dump Truck	1GDJ7H1J351505965	Shop			1
	Bobcat	3400XL	UTV	TTU28H402-24R01	Shop	6/22		1
	Linhai	Crossfire	Golfcart	LH200U	Shop	7/22		1



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
GENERAL FUND  
PO BOX 39  
ARCHER FL 32618-0039

## Statement of Account

Last statement: February 29, 2024  
This statement: March 29, 2024  
Total days in statement period: 29

XXXXXX Page 1  
Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

23

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds NOW	XXXXXX	\$240,349.01

### Public Funds NOW

Account number  
XXXXXX

23 Enclosures

Beginning balance	\$275,397.60		
Low balance	\$206,520.59		
Average balance	\$230,494.93		
Interest paid year to date	\$245.27		
Total additions	\$66,648.44	Total subtractions	\$-101,697.03

Number	Date	Amount	Number	Date	Amount
3931	03-13	300.00	4204	03-28	300.00
3932	03-08	3,200.00	4205	03-15	700.00
3933	03-19	300.00	4206	03-18	1,217.36
3935 *	03-15	3,200.00	4207	03-19	100.00
3936	03-20	300.00	4208	03-25	196.50
3937	03-08	300.00	4209	03-19	68.60
3938	03-19	444.00	4210	03-19	37.00
3939	03-12	300.00	4212 *	03-25	500.00
4200 *	03-18	1,567.59	99492772 *	03-13	2,089.13
4202 *	03-18	191.48			
4203	03-18	2,181.48			

\* Skip in check sequence

Date	Description	Additions	Subtractions
03-01	#Preauthorized Credit LINK2GOV CORP NID0069264 /BID*000149 35193 35EDM-ARCFL-MSCVP-	500.00	



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March 29, 2024

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Page 2

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CITY OF ARCHER  
GENERAL FUND  
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23

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-01	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240301 174 823280483234 0008CITY OF ARCHER	48.50	
03-01	#Preauthorized Wd HUMANA, INC. INS PYMT 240228 *****01937 615291		-686.61
03-01	#Preauthorized Wd WASTE PRO GAINES 3864622500 240301 *****81674 CITY OF ARCHER GF		-8,289.98
03-01	#Preauthorized Wd AFLAC COLUMBUS ACHPMT 240301 7331568 8 G477719733701		-971.80
03-01	#Preauthorized Wd ACHMA VISB BILL PYMNT 240301 DEANNA *ALLTOP		-450.53
03-01	#Preauthorized Wd BLUECROSSFLORIDA PREMIUM 240301 THE CITY OF ARCHER		-5,299.88
03-04	#Preauthorized Wd HUMANA, INC. INS PYMT 240301 *****01937 615292CITY OF AR		-686.61
03-05	#Preauthorized Wd CITYOFARCHER PAYROLL 240305 CITYOFARCHER		-16,950.66
03-06	#Preauthorized Credit LINK2GOV CORP NID0069271 /BID*000149 52413 35EDM-ARCFL-MSCVP-	50.00	
03-07	#Preauthorized Credit LINK2GOV CORP NID0069273 /BID*000149 55923 35EDM-ARCFL-MSCVP-	25.00	



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March 29, 2024

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Page 3

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CITY OF ARCHER  
GENERAL FUND  
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<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-08	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240308 174 823280495282 0008CITY OF ARCHER	22.56	
03-11	#Preauthorized Credit LINK2GOV CORP NID0069277 /BID*000149 63951 35EDM-ARCFL-MSCVP-	450.00	
03-12	#Preauthorized Wd Orkin #920 Orkin920 240312 ***** Cynthia Thomas		-300.00
03-12	#Preauthorized Wd CITYOFARCHER PAYMENT 240312 CITYOFARCHER		-802.50
03-12	#Preauthorized Wd CITYOFARCHER ARCHER 240312 CITYOFARCHER		-1,990.00
03-12	#Preauthorized Wd CITYOFARCHER LEWIS OIL 240312 CITYOFARCHER		-848.39
03-12	#Preauthorized Wd CITYOFARCHER PAYMENT 240312 CITYOFARCHER		-1,179.88
03-12	#Preauthorized Wd ABACUS ELEVATOR SALE 240312 CITY OF ARCHER GF		-210.00
03-12	#Preauthorized Wd HEATH PHILLIPS P SALE 240312 CITY OF ARCHER GF		-1,170.00
03-12	#Preauthorized Wd FLA DEPT REVENUE CRC 240312 82388906 Cindy Thomas		-10,507.33
03-13	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240313 174 823280506591 0008CITY OF ARCHER	11.75	
03-13	#Preauthorized Wd WASTE PRO GAINES 3864622500 240313 *****08274 CITY OF ARCHER GF		-8,289.98



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March 29, 2024

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Page 4

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CITY OF ARCHER  
GENERAL FUND  
PO BOX 39  
ARCHER FL 32618-0039

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<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-13	#Preauthorized Wd STAPLES BUSINESS BT0312 240313 00000 0262850140 City of Archer		-37.57
03-13	#Preauthorized Wd LIBERTY NATIONAL WSOBILLING 240312 CITY OF ARCHER		-410.64
03-13	#Preauthorized Wd HARLAND CLARKE CHK ORDER 240313 CITY OF ARCHER		-420.70
03-13	#Preauthorized Wd ULINE SUPPLIES 240313 7845813 ARCHER CITY OF		-4,158.81
03-13	#Maintenance Fee ANALYSIS ACTIVITY FOR 02/24		-133.82
03-14	#Preauthorized Credit CLAY ELEC CO OP AP PAYMENT 240314 1317 CITY OF ARCHER	1,326.02	
03-14	#Preauthorized Wd BSN SPORTS LLC HRC 240313 GSWWEG256Y City of Archer GF		-172.99
03-15	#Preauthorized Credit Alachua County T PAYMENTS NTE*Tax Di stributions\ City of Archer	5,929.70	
03-15	#Preauthorized Credit FLORDA PB CDA687 VEND DISB 240315 VN 010378 CITY OF ARCHER	109.21	
03-15	#Preauthorized Wd COLONIAL LIFE INS. PREM. 240315 E514 6311 CITY OF ARCHER		-115.96
03-18	Rbd Deposit	1,701.70	
03-18	Rbd Deposit	600.00	



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March 29, 2024

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Page 5

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CITY OF ARCHER  
GENERAL FUND  
PO BOX 39  
ARCHER FL 32618-0039

23

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-19	#Preauthorized Credit DE Florida Other EDI PYMNTS 240319 A P0002097254 0008CITY OF ARCHER	23,824.85	
03-19	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240319 174 823280518725 0008CITY OF ARCHER	5,229.02	
03-19	#Preauthorized Wd CITYOFARCHER PAYROLL 240319 CITYOFARCHER		-18,214.13
03-19	#Preauthorized Wd COX COMM GAN BANK DRAFT 240319 City of Archer GF		-518.98
03-20	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240320 174 823280521630 0008CITY OF ARCHER	4,345.81	
03-20	#Deposit Return Item		-600.00
03-20	#Service Charge DEPOSIT RETURN ITE		-12.00
03-20	#Preauthorized Wd INTUIT * TSheets 240320 0133328 CITY OF ARCHER		-120.00
03-21	Rbd Deposit	1,443.16	
03-21	#Preauthorized Credit LINK2GOV CORP NID0069295 /BID*000150 00249 35EDM-ARCFL-MSCVP-	500.00	
03-21	#Deposit Return Item		-42.98
03-25	#Preauthorized Wd GRUCOM TELCO 240325 CITY OF *ARCHER		-575.00
03-26	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240326 174 823280533712 0008CITY OF ARCHER	2,341.95	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

March 29, 2024

XXXXXX

Page 6

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

CITY OF ARCHER  
GENERAL FUND  
PO BOX 39  
ARCHER FL 32618-0039

23

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-26	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240326 174 823280533363 0008CITY OF ARCHER	1,774.95	
03-26	#Preauthorized Wd Clay Electric Co WEB PMTS 240326 M51 N5N CITY OF ARCHER		-36.16
03-27	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240327 174 823280536954 0008CITY OF ARCHER	9,925.99	
03-27	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240327 174 823280537255 0008CITY OF ARCHER	6,134.24	
03-29	#Preauthorized Credit LINK2GOV CORP NID0069307 /BID*000150 25817 35EDM-ARCFL-MSVCP-	200.00	
03-29	#Preauthorized Credit STATE OF FLORIDA PAYMENTS 240329 174 823280543567 0008CITY OF ARCHER	28.50	
03-29	#Interest Credit	125.53	

### Daily balances

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
02-29	275,397.60	03-11	239,657.59	03-20	219,525.33
03-01	260,247.30	03-12	222,349.49	03-21	221,425.51
03-04	259,560.69	03-13	206,520.59	03-25	220,154.01
03-05	242,610.03	03-14	207,673.62	03-26	224,234.75
03-06	242,660.03	03-15	209,696.57	03-27	240,294.98
03-07	242,685.03	03-18	206,840.36	03-28	239,994.98
03-08	239,207.59	03-19	216,211.52	03-29	240,349.01



**Merchant Capture Deposit Ticket**

Account Number: 2049017664  
 Date: 03/18/2024 08:36:18 AM  
 Amount: \$ 600.00

03/18/2024 Deposit \$600.00

SUNCOAST CREDIT UNION  
 TAMPA FL  
 253182817  
 TELLER # 6469 BRANCH # 88  
 3/6/2024 3/6/2024 3:14 PM  
 SEQ # 7783553

*Fill in One Florida Fencing LLC*

**Merchant Capture Deposit Ticket**

Account Number: 2049017664  
 Date: 03/18/2024 08:08:52 AM  
 Amount: \$ 1,701.70

03/18/2024 Deposit \$1,701.70

CITY OF ARCHER- GENERAL FUND  
 1630 SW 13TH AVE  
 ARCHER, FL 32618  
 PO BOX 38  
 ARCHER, FL 32618

3933  
 2/29/2024

PAY TO THE ORDER OF: Alice Kirskey \$ 300.00

Three Hundred and 00/100 DOLLARS

MEMO: REFUND CC Rental 7/13/24

**Merchant Capture Deposit Ticket**

Account Number: 2049017664  
 Date: 03/21/2024 06:46:14 AM  
 Amount: \$ 1,443.16

03/21/2024 Deposit \$1,443.16

031824 - 5250126664547  
 3537 - 00350561

CITY OF ARCHER- GENERAL FUND  
 1630 SW 13TH AVE  
 ARCHER, FL 32618  
 PO BOX 38  
 ARCHER, FL 32618

3931  
 2/29/2024

PAY TO THE ORDER OF: Alice Kirskey \$ 300.00

Three Hundred and 00/100 DOLLARS

MEMO: REFUND CC Rental 7/13/24

CITY OF ARCHER- GENERAL FUND  
 1630 SW 13TH AVE  
 ARCHER, FL 32618  
 PO BOX 38  
 ARCHER, FL 32618

3935  
 2/29/2024

PAY TO THE ORDER OF: Daughy Tree Service, LLC \$ 3,200.00

Three Thousand Two Hundred and 00/100 DOLLARS

MEMO: Emergency tree removal 16770 SW 137th Ave off

*[Faded/Blurred Merchant Capture Deposit Ticket]*

*[Faded/Blurred Merchant Capture Deposit Ticket]*

CITY OF ARCHER- GENERAL FUND  
 1630 SW 13TH AVE  
 ARCHER, FL 32618  
 PO BOX 38  
 ARCHER, FL 32618

3932  
 2/29/2024

PAY TO THE ORDER OF: All In One Florida Fencing LLC \$ 3,200.00

Three Thousand Two Hundred and 00/100 DOLLARS

MEMO: Tree Fell on fence 170th/127th ave

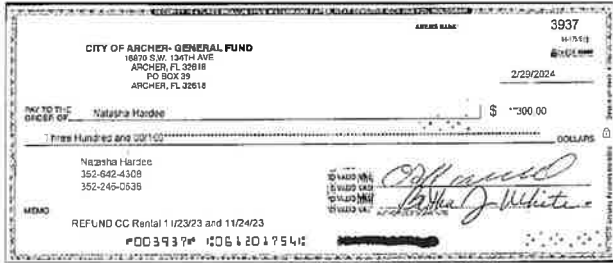
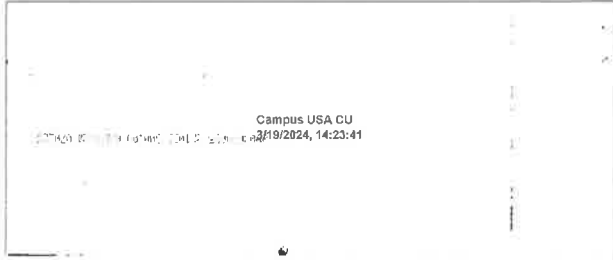
CITY OF ARCHER- GENERAL FUND  
 1630 SW 13TH AVE  
 ARCHER, FL 32618  
 PO BOX 38  
 ARCHER, FL 32618

3936  
 2/29/2024

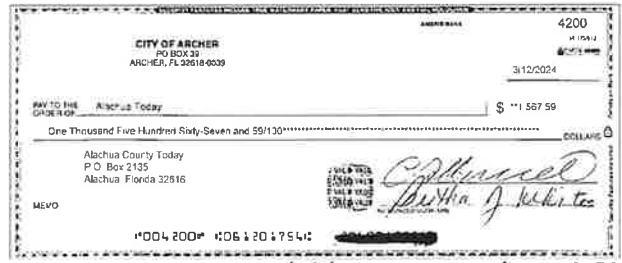
PAY TO THE ORDER OF: Michalea Dudley \$ 300.00

Three hundred and 00/100 DOLLARS

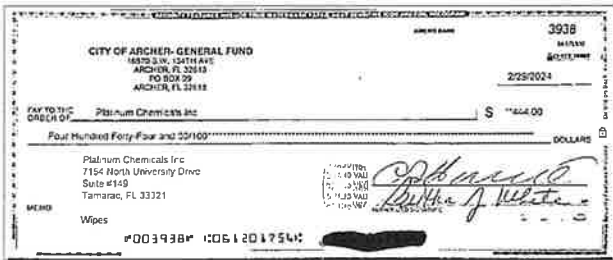
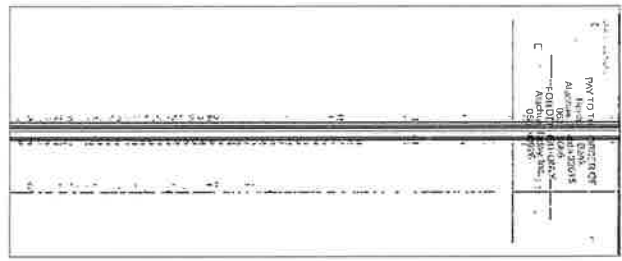
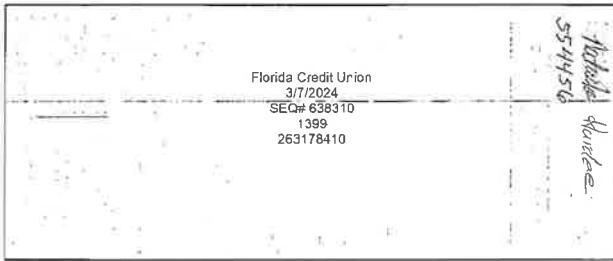
MEMO: REFUND CC Rental 2/2/24



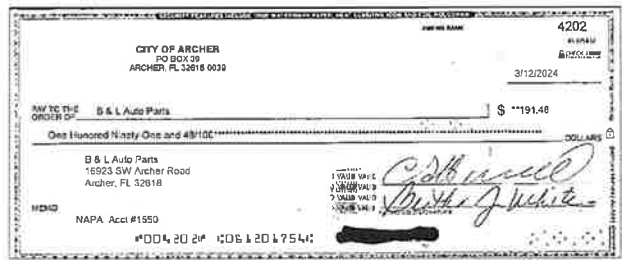
03/08/2024 3937 \$300.00



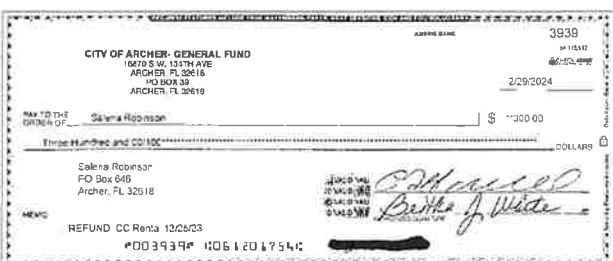
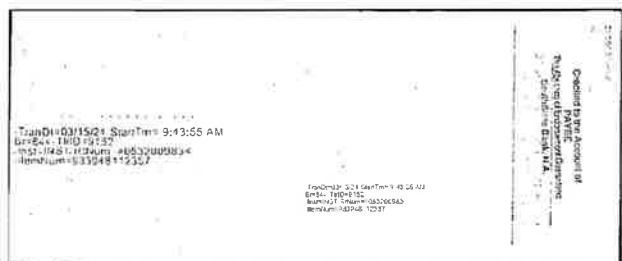
03/18/2024 4200 \$1,567.59



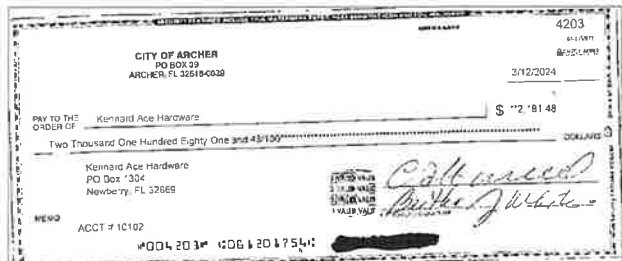
03/19/2024 3938 \$444.00



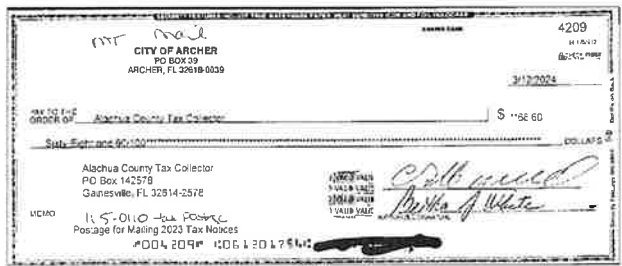
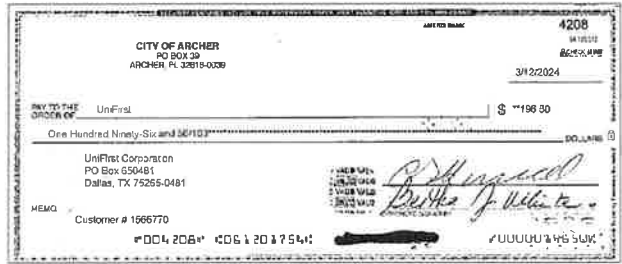
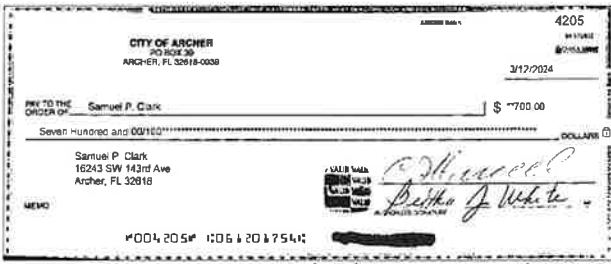
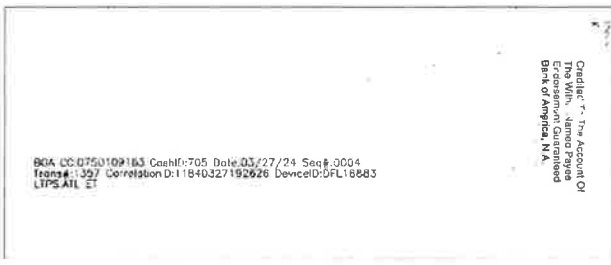
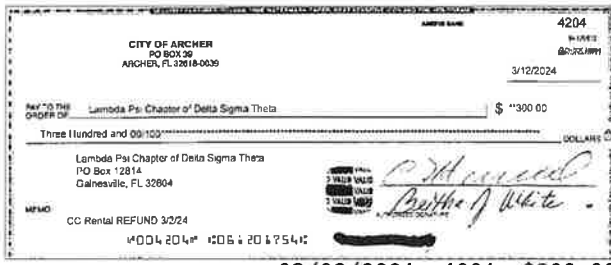
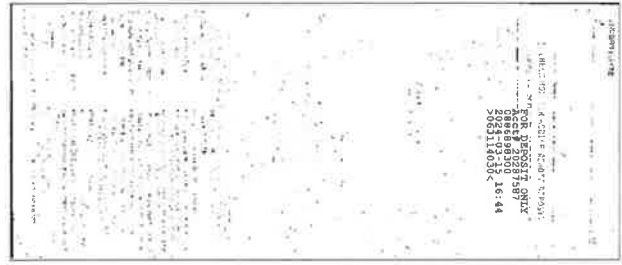
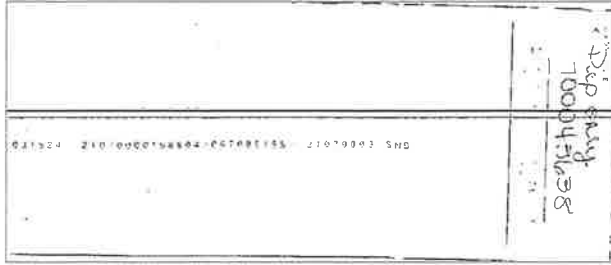
03/18/2024 4202 \$191.48



03/12/2024 3939 \$300.00



03/18/2024 4203 \$2,181.48



Account Number

\*\*\*\*\*7664

Date 03/29/2024

PAGE 10 of 10

FOR DEPOSIT ONLY  
 3/12/24 3:46 PM  
 POST OFFICE ONLY  
 TX/COLECTOR  
 BSA#0034461875  
 REPORT 23 032804  
 ON 4/29/24 6:40



CITY OF ARCHER  
 PO BOX 39  
 ARCHER, FL 32618-0039

4210  
 3/12/2024

PAY TO THE ORDER OF Levy Jones Inc \$ 37.00

MEMO  
 Levy Jones Inc  
 PO Box 840  
 Wisconsin, FL 32696  
 paper towels

03/19/2024 4210 \$37.00

FOR DEPOSIT ONLY  
 LEVY JONES  
 Acct# 1021028061

CITY OF ARCHER  
 PO BOX 39  
 ARCHER, FL 32618-0039

4212  
 3/12/2024

PAY TO THE ORDER OF Polly Cash-Amens \$ 500.00

MEMO  
 Polly Cash to pay rate

03/25/2024 4212 \$500.00

FOR DEPOSIT ONLY  
 LEVY JONES  
 Acct# 1021028061

99492772

Charge To: Archer City 87(WCZ0G3QS84K 05/12/24 03120000107

Pay to the order of: AMAZON BUSINESS \$2,089.15

TWO THOUSAND EIGHTY-NINE AND 15/100 DOLLARS

ABA 061201754 Account 2049017664 Pre-Authorized Payment

03/13/2024 99492772 \$2,089.13

**THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT**

CHECKS OUTSTANDING (Not Shown on Statement)

MONTH \_\_\_\_\_, 20\_\_\_\_

NUMBER	\$		
		Your Check Book Balance (at the end of the period shown by this statement)	\$
		Less Service Charge	\$
		Net Check Book Balance	\$
		Bank Statement Balance (last account shown in Balance Column)	\$
		ADD – Deposits Received by Bank after date of this statement	\$
		TOTAL	\$
		SUBTRACT – Checks Outstanding	\$
		BALANCE - This figure should agree with your Net Check Book Balance	\$

**ADVISE US PROMPTLY OF ANY DIFFERENCE. IF NO ERROR IS REPORTED WITHIN FOURTEEN DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT**

**Have You:**

- |   |   |
|---|---|
| <input type="checkbox"/> Correctly entered the amount of each check / withdrawal in your register?                                    | <input type="checkbox"/> Checked all additions and subtractions in your register? |
| <input type="checkbox"/> Ensured all checks/withdrawals have been deducted from your register balance?                                | <input type="checkbox"/> Entered all overdraft transfers in your register?        |
| <input type="checkbox"/> Entered all bank card and automatic transfer transactions in your register?                                  | <input type="checkbox"/> Deducted all service charges from your register balance? |
| <input type="checkbox"/> Carried the correct balance forward when entering checks/withdrawals/deposits?                               |   |
| <input type="checkbox"/> Ensured the amounts of your deposits entered in your register are the same as those shown on this statement? |   |

**Electronic Funds Transfer Act Error Resolution Notice for Periodic Statements**

This information applies to CONSUMERS ONLY. In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed on the face of this statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared. You MUST: (1) tell us your name and account number (if any); (2) describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information; and (3) tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for Visa® Check Card point-of-sale transactions and 20 business days if the transfer involved a new account) after we hear from you to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to investigate. Your account is considered a new account for the first 30 days after the first deposit is made, unless you already had an established account with us before this account was opened.

**Error Resolution Procedures for your Personal Reserve Account or your Personal Credit Line**

This information tells you about your rights and our responsibilities under the Fair Credit Billing Act. This information does not apply to business accounts. This applies to CONSUMERS ONLY. If you think there is an error on your statement, write to us at: Amers Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta GA 30348.

In your letter, YOU MUST PROVIDE: (1) your name and account number; (2) the dollar amount of the suspected error; and (3) describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement, at least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong, and you must notify us of any potential errors in writing (or electronically). You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

When we receive your letter, Amers Bank must do two things: (1) within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error and (2) within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error, we cannot try to collect the amount in question, or report you as delinquent on that amount, the charge in question may remain on your statement, and we may continue to charge you interest on that amount. Also, while you do not have to pay the amount in question, you are responsible for the remainder of your balance and we can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen: (1) if we made a mistake: you will not have to pay the amount in question or any interest or other fees related to that amount or (2) if we do not believe there was a mistake: you will have to pay the amount in question, along with applicable interest and fees.

We will send you a statement of the amount you owe and the date payment is due. We may then report you as delinquent if you do not pay the amount we think you owe.

If you receive our explanation but still believe your bill is wrong, you must write to us within 10 days telling us that you still refuse to pay. If you do so, we cannot report you as delinquent without also reporting that you are questioning your bill. We must tell you the name of anyone to whom we reported you as delinquent, and we must let those organizations know when the matter has been settled between us. If we do not follow all of the rules above, you do not have to pay the first \$50 of the amount you question even if your bill is correct.

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Amers Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta, GA 30348. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

PLEASE REPORT ANY ERRORS PROMPTLY.





# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

## Statement of Account

Last statement: February 29, 2024  
This statement: March 29, 2024  
Total days in statement period: 29

XXXXXXXXXX Page 1  
Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

29

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds NOW	XXXXXX	\$179,163.21

### Public Funds NOW

Account number  
XXXXXX

29 Enclosures

Beginning balance	\$149,237.50		
Low balance	\$151,967.93		
Average balance	\$163,133.55		
Interest paid year to date	\$203.57		
Total additions	\$37,296.58	Total subtractions	\$-7,370.87

Number	Date	Amount	Number	Date	Amount
3190	03-13	186.49	3191	03-18	3,263.50

Date	Description	Additions	Subtractions
03-01	#Preauthorized Credit CITY OF ARCHER CITY OF AR 240301 *****02500 CITY OF ARCHER	4,536.89	
03-01	#Preauthorized Credit LINK2GOV CORP NID0069264 /BID*000149 35932 35EDM-ARCFL-NTXVP-	100.72	
03-04	#Preauthorized Credit LINK2GOV CORP NID0069266 /BID*000149 40102 35EDM-ARCFL-NTXWP-	361.75	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

March 29, 2024

XXXXXX

Page 2

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

29

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-04	#Preauthorized Credit LINK2GOV CORP NID0069266 /BID*000149 40576 35EDM-ARCFL-NTXVP-	277.72	
03-04	#Automated ACH Return RETURN SETTLE A ACH RTN - R03 1182 0 ORIGINAL ENTRY EF F DATE = 240301		-52.58
03-04	#Service Charge ACH RETURN FEE		-7.00
03-04	#Automated ACH Return RETURN SETTLE A ACH RTN - R02 0 ORIGINAL ENTRY EFF DAT E = 240301		-81.33
03-04	#Service Charge ACH RETURN FEE		-7.00
03-05	#Preauthorized Credit LINK2GOV CORP NID0069269 /BID*000149 42777 35EDM-ARCFL-NTXWP-	772.01	
03-05	#Preauthorized Credit LINK2GOV CORP NID0069268 /BID*000149 46909 35EDM-ARCFL-NTXWP-	143.93	
03-05	#Automatic Ln Paymt 07452000695-00101		-3,314.68
03-06	#Preauthorized Credit LINK2GOV CORP NID0069271 /BID*000149 51473 35EDM-ARCFL-NTXWP-	615.73	
03-06	#Preauthorized Credit LINK2GOV CORP NID0069271 /BID*000149 52124 35EDM-ARCFL-NTXVP-	119.94	
03-07	#Preauthorized Credit LINK2GOV CORP NID0069273 /BID*000149 54536 35EDM-ARCFL-NTXVP-	144.30	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

March 29, 2024

XXXXXX

Page 3

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

29

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-07	#Preauthorized Credit LINK2GOV CORP NID0069273 /BID*000149 55406 35EDM-ARCFL-NTXWP-	124.73	
03-08	#Preauthorized Credit LINK2GOV CORP NID0069275 /BID*000149 59554 35EDM-ARCFL-NTXWP-	791.97	
03-08	#Preauthorized Credit LINK2GOV CORP NID0069275 /BID*000149 58446 35EDM-ARCFL-NTXVP-	317.49	
03-11	#Preauthorized Credit LINK2GOV CORP NID0069277 /BID*000149 62959 35EDM-ARCFL-NTXVP-	526.16	
03-11	#Preauthorized Credit LINK2GOV CORP NID0069277 /BID*000149 63883 35EDM-ARCFL-NTXWP-	438.06	
03-12	#Preauthorized Credit LINK2GOV CORP NID0069279 /BID*000149 67789 35EDM-ARCFL-NTXWP-	846.11	
03-12	#Preauthorized Credit LINK2GOV CORP NID0069279 /BID*000149 72275 35EDM-ARCFL-NTXWP-	282.97	
03-12	#Preauthorized Credit LINK2GOV CORP NID0069279 /BID*000149 69813 35EDM-ARCFL-NTXWP-	228.06	
03-13	#Preauthorized Credit CITY OF ARCHER CITY OF AR 240313 *****02500 CITY OF ARCHER	3,731.04	
03-13	#Preauthorized Credit LINK2GOV CORP NID0069282 /BID*000149 75358 35EDM-ARCFL-NTXWP-	524.72	





# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

March 29, 2024

XXXXXX [REDACTED]

Page 4

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

29

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-13	#Preauthorized Credit LINK2GOV CORP NID0069282 /BID*000149 73665 35EDM-ARCFL-NTXVP-	193.95	
03-13	#Maintenance Fee ANALYSIS ACTIVITY FOR 02/24		-19.62
03-14	#Preauthorized Credit LINK2GOV CORP NID0069284 /BID*000149 77700 35EDM-ARCFL-NTXVP-	239.40	
03-14	#Preauthorized Credit LINK2GOV CORP NID0069284 /BID*000149 78133 35EDM-ARCFL-NTXWP-	119.87	
03-14	#Automated ACH Return RETURN SETTLE A ACH RTN - R03 [REDACTED] [REDACTED] 0 ORIGINAL ENTRY EF F DATE = 240313 [REDACTED]		-49.76
03-14	#Service Charge ACH RETURN FEE		-7.00
03-14	#Automated ACH Return RETURN SETTLE A ACH RTN - R [REDACTED] S, [REDACTED] 0 ORIGINAL ENTRY EFF DAT E = 240313 [REDACTED]		-54.67
03-14	#Service Charge ACH RETURN FEE		-7.00
03-14	#Automated ACH Return RETURN SETTLE A ACH RTN - R02 [REDACTED] [REDACTED] 0 ORIGINAL ENTRY EFF DAT E = 240313 J [REDACTED]		-60.87
03-14	#Service Charge ACH RETURN FEE		-7.00
03-15	#Preauthorized Credit LINK2GOV CORP NID0069286 /BID*000149 81566 35EDM-ARCFL-NTXWP-	324.92	
03-15	#Preauthorized Credit LINK2GOV CORP NID0069286 /BID*000149 82193 35EDM-ARCFL-NTXVP-	202.00	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

March 29, 2024

XXXXXX [REDACTED]

Page 5

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-15	#Automated ACH Return RETURN SETTLE A ACH RTN - R04- [REDACTED] [REDACTED] ORIGINAL ENTRY EF F DATE = [REDACTED]		-42.78
03-15	#Service Charge ACH RETURN FEE		-7.00
03-18	Rbd Deposit	3,978.29	
03-18	Rbd Deposit	2,052.59	
03-18	Rbd Deposit	1,128.70	
03-18	Rbd Deposit	1,093.42	
03-18	#Preauthorized Credit LINK2GOV CORP NID0069288 /BID*000149 84768 35EDM-ARCFL-NTXWP-	616.96	
03-18	Rbd Deposit	363.45	
03-18	Rbd Deposit	355.64	
03-18	Rbd Deposit	342.63	
03-18	#Preauthorized Credit LINK2GOV CORP NID0069288 /BID*000149 85992 35EDM-ARCFL-NTXWP-	228.37	
03-18	Rbd Deposit	190.00	
03-18	Rbd Deposit	167.42	
03-18	Rbd Deposit	116.78	
03-18	Rbd Deposit	64.58	
03-18	Rbd Deposit	42.78	
03-19	#Preauthorized Credit LINK2GOV CORP NID0069290 /BID*000149 87829 35EDM-ARCFL-NTXWP-	524.72	
03-19	#Preauthorized Credit LINK2GOV CORP NID0069290 /BID*000149 91618 35EDM-ARCFL-NTXWP-	61.25	
03-20	#Preauthorized Credit LINK2GOV CORP NID0069293 /BID*000149 97376 35EDM-ARCFL-NTXWP-	235.37	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

March 29, 2024

XXXXXX

Page 6

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

29

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-20	#Preauthorized Credit LINK2GOV CORP NID0069293 /BID*000149 95992 35EDM-ARCFL-NTXVP-	94.98	
03-20	#Deposit Return Item		-60.00
03-20	#Service Charge DEPOSIT RETURN ITE		-12.00
03-21	Rbd Deposit	440.99	
03-21	#Preauthorized Credit LINK2GOV CORP NID0069295 /BID*000150 00029 35EDM-ARCFL-NTXVP-	267.83	
03-21	Rbd Deposit	130.00	
03-22	#Preauthorized Credit LINK2GOV CORP NID0069297 /BID*000150 03624 35EDM-ARCFL-NTXWP-	183.92	
03-25	Deposit	1,268.79	
03-25	#Preauthorized Credit LINK2GOV CORP NID0069299 /BID*000150 06129 35EDM-ARCFL-NTXWP-	178.84	
03-26	Rbd Deposit	3,150.17	
03-26	Deposit	961.08	
03-26	Deposit	957.46	
03-26	Deposit	464.73	
03-26	Deposit	374.41	
03-26	Deposit	231.75	
03-26	Deposit	209.61	
03-26	Deposit	149.10	
03-26	Deposit	96.98	
03-26	Deposit	80.00	
03-26	#Preauthorized Credit LINK2GOV CORP NID0069301 /BID*000150 09884 35EDM-ARCFL-NTXWP-	67.25	
03-26	Deposit	48.64	
03-26	Deposit	42.78	



# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
SOLID WASTE AND WATER FUND  
PO BOX 39  
ARCHER FL 32618-0039

March 29, 2024

XXXXXX

Page 7

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

29

<i>Date</i>	<i>Description</i>	<i>Additions</i>	<i>Subtractions</i>
03-28	#Preauthorized Credit LINK2GOV CORP NID0069305 /BID*000150 21467 35EDM-ARCFL-NTXVP-	223.79	
03-28	#Deposit Return Item		-130.59
03-29	#Preauthorized Credit LINK2GOV CORP NID0069307 /BID*000150 24204 35EDM-ARCFL-NTXWP-	68.53	
03-29	#Interest Credit	77.56	

### Daily balances

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
02-29	149,237.50	03-11	155,046.31	03-20	169,619.59
03-01	153,875.11	03-12	156,403.45	03-21	170,458.41
03-04	154,366.67	03-13	160,647.05	03-22	170,642.33
03-05	151,967.93	03-14	160,820.02	03-25	172,089.96
03-06	152,703.60	03-15	161,297.16	03-26	178,923.92
03-07	152,972.63	03-18	168,775.27	03-28	179,017.12
03-08	154,082.09	03-19	169,361.24	03-29	179,163.21

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:38:26 AM  
Amount: \$ 42.78

03/18/2024 Deposit \$42.78

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:18:42 AM  
Amount: \$ 355.64

03/18/2024 Deposit \$355.64

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:12:15 AM  
Amount: \$ 64.58

03/18/2024 Deposit \$64.58

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:11:48 AM  
Amount: \$ 363.45

03/18/2024 Deposit \$363.45

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:47:15 AM  
Amount: \$ 116.78

03/18/2024 Deposit \$116.78

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:29:15 AM  
Amount: \$ 1,093.42

03/18/2024 Deposit \$1,093.42

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:16:08 AM  
Amount: \$ 167.42

03/18/2024 Deposit \$167.42

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:07:28 AM  
Amount: \$ 1,128.70

03/18/2024 Deposit \$1,128.70

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 08:59:43 AM  
Amount: \$ 190.00

03/18/2024 Deposit \$190.00

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:48:41 AM  
Amount: \$ 2,052.59

03/18/2024 Deposit \$2,052.59

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:27:25 AM  
Amount: \$ 342.63

03/18/2024 Deposit \$342.63

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
Date: 03/18/2024 09:39:31 AM  
Amount: \$ 3,978.29

03/18/2024 Deposit \$3,978.29

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
 Date: 03/21/2024 06:14:15 AM  
 Amount: \$ 130.00

03/21/2024 Deposit \$130.00

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7631914

\$ 96.96

03/26/2024 Deposit \$96.98

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
 Date: 03/21/2024 06:27:55 AM  
 Amount: \$ 440.99

03/21/2024 Deposit \$440.99

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7631824

\$ 149.10

03/26/2024 Deposit \$149.10

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/25/24  
 7631124

\$ 1,268.79

03/25/2024 Deposit \$1,268.79

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7630624

\$ 209.61

03/26/2024 Deposit \$209.61

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7631724

\$ 42.96

03/26/2024 Deposit \$42.78

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7620224

\$ 231.75

03/26/2024 Deposit \$231.75

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7622124

\$ 48.64

03/26/2024 Deposit \$48.64

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7635224

\$ 374.41

03/26/2024 Deposit \$374.41

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7622224

\$ 80.00

03/26/2024 Deposit \$80.00

**DEPOSIT TICKET** 64115612  
 CITY OF ARCHER  
 SOLID WASTE & WATER FUND  
 ARCHER, IL 62418-0039

**Ameris Bank**  
 DATE: 3/26/24  
 7631724

\$ 464.73

03/26/2024 Deposit \$464.73

Account Number \*\*\*\*\*

Date 03/29/2024

PAGE 10 of 10

DEPOSIT TICKET # 41734412  
 CITY OF ARCHER  
 SOLID WASTE FUND  
 ARCHER, FL 32010-0029

**Ameris Bank**  
 DATE 03/26/24  
 TIME 10:37 AM

DATE	AMOUNT	CHECK NO.	DEPOSIT NO.
03/26/24	957.46	16324	957.46

⑆061201754⑆ 500

03/26/2024 Deposit \$957.46

DEPOSIT TICKET # 41734412  
 CITY OF ARCHER  
 SOLID WASTE FUND  
 ARCHER, FL 32010-0029

**Ameris Bank**  
 DATE 03/26/24  
 TIME 10:37 AM

DATE	AMOUNT	CHECK NO.	DEPOSIT NO.
03/26/24	961.08	16324	961.08

⑆061201754⑆ 500

03/26/2024 Deposit \$961.08

**Merchant Capture Deposit Ticket**

Account Number: 2049017672  
 Date: 03/26/2024 03:39:40 PM  
 Amount: \$ 3,150.17

⑆061201754⑆

03/26/2024 Deposit \$3,150.17

CITY OF ARCHER - SOLID WASTE AND WATER FUND  
 ARCHER, FL 32010

AMERIS BANK 3190

3/12/2024

PAY TO THE ORDER OF Little Fox \$ 186.49

One Hundred Eighty Six and 49/100 DOLLARS

Little Fox  
 11562 SW 169th Drive  
 Archer, FL 32616

MEMO REPUNC Water ACCT 866 and 2 months 90 Paym

⑆00319⑆

03/13/2024 3190 \$186.49

⑆061201754⑆

72424439 28525

add to 001

CITY OF ARCHER - SOLID WASTE AND WATER FUND  
 ARCHER, FL 32010

AMERIS BANK 3191

3/12/2024

PAY TO THE ORDER OF Utility Service Co Inc. \$ 3,263.50

Three Thousand Two Hundred Sixty Three and 50/100 DOLLARS

Utility Service Co Inc.  
 P O Box 207382  
 Dallas, Tx 75320-7382

MEMO Inv #596239

⑆00319⑆

03/18/2024 3191 \$3,263.50

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT

CHECKS OUTSTANDING (Not Shown on Statement)

MONTH \_\_\_\_\_, 20\_\_\_\_\_

Table with 3 columns: NUMBER, \$, and empty space. Multiple rows for data entry.

Summary table with 2 columns: Description and \$. Rows include: Your Check Book Balance, Less Service Charge, Net Check Book Balance, Bank Statement Balance, ADD - Deposits Received, TOTAL, SUBTRACT - Checks Outstanding, BALANCE.

ADVISE US PROMPTLY OF ANY DIFFERENCE. IF NO ERROR IS REPORTED WITHIN FOURTEEN DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT

Have You:

- Checklist of 8 items regarding register accuracy, overdraft transfers, and deposits.

Electronic Funds Transfer Act Error Resolution Notice for Periodic Statements

This information applies to CONSUMERS ONLY. In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed on the face of this statement...

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for Visa® Check Card point-of-sale transactions and 20 business days if the transfer involved a new account) after we hear from you to do this, we will credit your account for the amount you think is in error...

Error Resolution Procedures for your Personal Reserve Account or your Personal Credit Line

This information tells you about your rights and our responsibilities under the Fair Credit Billing Act. This information does not apply to business accounts. This applies to CONSUMERS ONLY. If you think there is an error on your statement, write to us at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta GA 30348.

In your letter, YOU MUST PROVIDE: (1) your name and account number; (2) the dollar amount of the suspected error; and (3) describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement, at least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong, and you must notify us of any potential errors in writing (or electronically). You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

When we receive your letter, Ameris Bank must do two things: (1) within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error and (2) within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error, we cannot try to collect the amount in question, or report you as delinquent on that amount, the charge in question may remain on your statement, and we may continue to charge you interest on that amount. Also, while you do not have to pay the amount in question, you are responsible for the remainder of your balance and we can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen: (1) if we made a mistake: you will not have to pay the amount in question or any interest or other fees related to that amount or (2) if we do not believe there was a mistake: you will have to pay the amount in question, along with applicable interest and fees.

We will send you a statement of the amount you owe and the date payment is due. We may then report you as delinquent if you do not pay the amount we think you owe.

If you receive our explanation but still believe your bill is wrong, you must write to us within 10 days telling us that you still refuse to pay. If you do so, we cannot report you as delinquent without also reporting that you are questioning your bill. We must tell you the name of anyone to whom we reported you as delinquent, and we must let those organizations know when the matter has been settled between us. If we do not follow all of the rules above, you do not have to pay the first \$50 of the amount you question even if your bill is correct.

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- 1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta, GA 30348. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

PLEASE REPORT ANY ERRORS PROMPTLY.







# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
METER DEPOSIT  
PO BOX 39  
ARCHER FL 32618-0039

## Statement of Account

Last statement: February 29, 2024  
This statement: March 29, 2024  
Total days in statement period: 29

XXXXXX [REDACTED] Page 1  
Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

0

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds Checking	XXXXXX [REDACTED]	\$54,430.11

### Public Funds Checking

Account number  
XXXXXX [REDACTED]

Beginning balance	\$54,430.11		
Low balance	\$54,430.11		
Average balance	\$54,430.11		
Total additions	\$0.00	Total subtractions	\$0.00

**\*\* No activity this statement period \*\***





# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
WILD SPACES PUBLIC PLACES  
PO BOX 39  
ARCHER FL 32618-0039

## Statement of Account

Last statement: February 29, 2024  
This statement: March 29, 2024  
Total days in statement period: 29

XXXXXX [REDACTED] Page 1  
Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

0

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds NOW	XXXXXX [REDACTED]	\$2,928.01

### Public Funds NOW

Account number  
XXXXXX [REDACTED]

Beginning balance	\$2,926.62		
Low balance	\$2,926.62		
Average balance	\$2,926.62		
Interest paid year to date	\$4.37		
Total additions	\$1.39	Total subtractions	\$-0.00

Date	Description	Additions	Subtractions
03-29	#Interest Credit	1.39	

#### Daily balances

Date	Amount	Date	Amount	Date	Amount
02-29	2,926.62	03-29	2,928.01		

**THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT**

CHECKS OUTSTANDING (Not Shown on Statement)

MONTH \_\_\_\_\_, 20\_\_\_\_

NUMBER	\$	

Your Check Book Balance (at the end of the period shown by this statement)	\$
Less Service Charge	\$
Net Check Book Balance	\$
Bank Statement Balance (last account shown in Balance Column)	\$
ADD – Deposits Received by Bank after date of this statement	\$
<b>TOTAL</b>	<b>\$</b>
SUBTRACT – Checks Outstanding	\$
BALANCE - This figure should agree with your Net Check Book Balance	\$

**ADVISE US PROMPTLY OF ANY DIFFERENCE. IF NO ERROR IS REPORTED WITHIN FOURTEEN DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT**

**Have You:**

- |   |   |
|---|---|
| <input type="checkbox"/> Correctly entered the amount of each check / withdrawal in your register?                                    | <input type="checkbox"/> Checked all additions and subtractions in your register? |
| <input type="checkbox"/> Ensured all checks/withdrawals have been deducted from your register balance?                                | <input type="checkbox"/> Entered all overdraft transfers in your register?        |
| <input type="checkbox"/> Entered all bank card and automatic transfer transactions in your register?                                  | <input type="checkbox"/> Deducted all service charges from your register balance? |
| <input type="checkbox"/> Carried the correct balance forward when entering checks/withdrawals/deposits?                               |   |
| <input type="checkbox"/> Ensured the amounts of your deposits entered in your register are the same as those shown on this statement? |   |

**Electronic Funds Transfer Act Error Resolution Notice for Periodic Statements**

This information applies to CONSUMERS ONLY. In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed on the face of this statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared. You MUST: (1) tell us your name and account number (if any); (2) describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information; and (3) tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for Visa® Check Card point-of-sale transactions and 20 business days if the transfer involved a new account) after we hear from you to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to investigate. Your account is considered a new account for the first 30 days after the first deposit is made, unless you already had an established account with us before this account was opened.

**Error Resolution Procedures for your Personal Reserve Account or your Personal Credit Line**

This information tells you about your rights and our responsibilities under the Fair Credit Billing Act. This information does not apply to business accounts. This applies to CONSUMERS ONLY. If you think there is an error on your statement, write to us at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta GA 30348.

In your letter, YOU MUST PROVIDE: (1) your name and account number; (2) the dollar amount of the suspected error; and (3) describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement, at least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong, and you must notify us of any potential errors in writing (or electronically). You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

When we receive your letter, Ameris Bank must do two things: (1) within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error and (2) within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error, we cannot try to collect the amount in question, or report you as delinquent on that amount, the charge in question may remain on your statement, and we may continue to charge you interest on that amount. Also, while you do not have to pay the amount in question, you are responsible for the remainder of your balance and we can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen: (1) if we made a mistake: you will not have to pay the amount in question or any interest or other fees related to that amount or (2) if we do not believe there was a mistake: you will have to pay the amount in question, along with applicable interest and fees.

We will send you a statement of the amount you owe and the date payment is due. We may then report you as delinquent if you do not pay the amount we think you owe.

If you receive our explanation but still believe your bill is wrong, you must write to us within 10 days telling us that you still refuse to pay. If you do so, we cannot report you as delinquent without also reporting that you are questioning your bill. We must tell you the name of anyone to whom we reported you as delinquent, and we must let those organizations know when the matter has been settled between us. If we do not follow all of the rules above, you do not have to pay the first \$50 of the amount you question even if your bill is correct.

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta, GA 30348. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

PLEASE REPORT ANY ERRORS PROMPTLY.





# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
UTILITY PROJECT ACCOUNT  
16870 SW 134TH AVE  
ARCHER FL 32618-5410

## Statement of Account

Last statement: February 29, 2024  
This statement: March 29, 2024  
Total days in statement period: 29

XXXXX [REDACTED] Page 1  
Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds Checking	XXXXX [REDACTED]	\$0.00

### Public Funds Checking

Account number  
XXXXXX [REDACTED]

1 Enclosure

Beginning balance	\$7,510.00		
Low balance	\$-0.21		
Average balance	\$4,661.32		
Total additions	\$0.21	Total subtractions	\$-7,510.21

Number	Date	Amount	Number	Date	Amount
501	03-19	7,510.00			

Date	Description	Additions	Subtractions
03-13	#Maintenance Fee ANALYSIS ACTIVITY FOR 02/24		-0.21
03-21	#Credit Memo MONTHLY ACCOUNT PRICE REFUND	.21	

#### Daily balances

Date	Amount	Date	Amount	Date	Amount
02-29	7,510.00	03-19	-0.21		
03-13	7,509.79	03-21	0.00		

Account Number \*\*\*\*\*8855 Date 03/29/2024

PAGE 2 of 2

CITY OF ARCHER (UTILITY ACCOUNT)  
18870 SW 134TH AVE  
ARCHER, FL 32618 5410

501  
03/19/2024

2/29/2024

Pay to the Order of Gilligan, Anderson, Pridan, William & Sons \$ 7510.00  
Seven thousand five hundred ten 09/100 Dollars

AMERIS BANK  
Invoice  
For 666509, 666652, 666766, 666816

*Debra J. White*  
*Debra J. White*

⑆06 ⑆ 20 ⑆ 7514 ⑆ [REDACTED] ⑆ 0050 ⑆

03/19/2024 501 \$7,510.00

Vertical stamp: *Printed With Error*

**THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT**

CHECKS OUTSTANDING *(Not Shown on Statement)*

MONTH \_\_\_\_\_, 20 \_\_\_\_\_

NUMBER	\$

Your Check Book Balance (at the end of the period shown by this statement)	\$
Less Service Charge	\$
Net Check Book Balance	\$
Bank Statement Balance (last account shown in Balance Column)	\$
ADD – Deposits Received by Bank after date of this statement	\$
TOTAL	\$
SUBTRACT – Checks Outstanding	\$
BALANCE - This figure should agree with your Net Check Book Balance	\$

**ADVISE US PROMPTLY OF ANY DIFFERENCE. IF NO ERROR IS REPORTED WITHIN FOURTEEN DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT**

**Have You:**

- Correctly entered the amount of each check / withdrawal in your register?
- Ensured all checks/withdrawals have been deducted from your register balance?
- Entered all bank card and automatic transfer transactions in your register?
- Carried the correct balance forward when entering checks/withdrawals/deposits?
- Ensured the amounts of your deposits entered in your register are the same as those shown on this statement?
- Checked all additions and subtractions in your register?
- Entered all overdraft transfers in your register?
- Deducted all service charges from your register balance?

**Electronic Funds Transfer Act Error Resolution Notice for Periodic Statements**

This information applies to CONSUMERS ONLY. In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed on the face of this statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared. You MUST: (1) tell us your name and account number (if any); (2) describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information; and (3) tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for Visa® Check Card point-of-sale transactions and 20 business days if the transfer involved a new account) after we hear from you to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to investigate. Your account is considered a new account for the first 30 days after the first deposit is made, unless you already had an established account with us before this account was opened.

**Error Resolution Procedures for your Personal Reserve Account or your Personal Credit Line**

This information tells you about your rights and our responsibilities under the Fair Credit Billing Act. This information does not apply to business accounts. This applies to CONSUMERS ONLY. If you think there is an error on your statement, write to us at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta GA 30348.

In your letter, YOU MUST PROVIDE: (1) your name and account number; (2) the dollar amount of the suspected error; and (3) describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement, at least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong, and you must notify us of any potential errors in writing (or electronically). You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

When we receive your letter, Ameris Bank must do two things: (1) within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error and (2) within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error, we cannot try to collect the amount in question, or report you as delinquent on that amount, the charge in question may remain on your statement, and we may continue to charge you interest on that amount. Also, while you do not have to pay the amount in question, you are responsible for the remainder of your balance and we can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen: (1) if we made a mistake: you will not have to pay the amount in question or any interest or other fees related to that amount or (2) if we do not believe there was a mistake: you will have to pay the amount in question, along with applicable interest and fees.

We will send you a statement of the amount you owe and the date payment is due. We may then report you as delinquent if you do not pay the amount we think you owe. If you receive our explanation but still believe your bill is wrong, you must write to us within 10 days telling us that you still refuse to pay. If you do so, we cannot report you as delinquent without also reporting that you are questioning your bill. We must tell you the name of anyone to whom we reported you as delinquent, and we must let those organizations know when the matter has been settled between us. If we do not follow all of the rules above, you do not have to pay the first \$50 of the amount you question even if your bill is correct.

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Ameris Bank, Atlanta Loan Center, P.O. Box 105690, Atlanta, GA 30348. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

PLEASE REPORT ANY ERRORS PROMPTLY.





# AMERIS BANK

P.O. Box 105075, Atlanta, GA 30348

RETURN SERVICE REQUESTED

CITY OF ARCHER  
RESERVE ACCOUNT  
16870 SW 134TH AVE  
ARCHER FL 32618-5410

## Statement of Account

Last statement: February 29, 2024

This statement: March 29, 2024

Total days in statement period: 29

XXXXXX Page 1

Customer Number: 3385213

Direct inquiries to:  
Customer Service  
866-616-6020

Ameris Bank  
P.O. Box 105075  
Atlanta, GA 30348

0

### Summary of Account Balance

Account	Number	Ending Balance
Public Funds Checking	XXXXXX	\$217,396.00

### Public Funds Checking

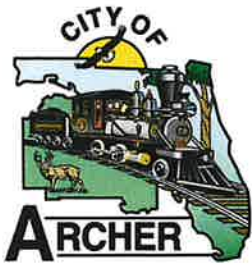
Account number  
XXXXXX

Beginning balance	\$217,396.00		
Low balance	\$217,396.00		
Average balance	\$217,396.00		
Total additions	\$0.00	Total subtractions	\$0.00

**\*\* No activity this statement period \*\***







# CITY OF ARCHER

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## II. Guest

**Agenda Item 1:** Felicity Appel, Kimley-Horn-Updates

**Staff Recommendation:**

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

## MEMORANDUM

To: City of Archer  
From: Felicity Appel  
Kimley-Horn and Associates, Inc.  
Date: Monday April 8<sup>th</sup> City Commission Meeting  
Subject: Project Update

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This memo is to summarize the services that Kimley-Horn is providing to the City of Archer.

### Kimley-Horn Projects:

- African American Community Center
  - Kimley-Horn is providing grant administrative services for the grant that is funding architecture and construction
  - Architectural design is under way with their permitting to begin this summer.
  - Next steps:
    - Kimley-Horn is submitting a T-Mobile Hometown grant for the Civil design in April 2024.
- Laurel Hill Cemetery
  - Data collection is underway by Kimley-Horn's subconsultant 3002 surveying.
  - Pilot GIS database will be available for City staff review by June 2024
- Water System Improvements
  - Design of the project areas are underway.
  - Permit applications will be submitted in May 2024. This process typically takes 60 days.
  - After permitting the project can be bid.
  - Construction is partially funded from SRWMD
  - Kimley-Horn has applied for funding from FDEP for remaining construction funds.
- Wastewater Improvements
  - "In Town" collection system permitting has begun.
  - Force main to Newberry design is underway.
  - Kimley-Horn is applying for additional construction funds from FDEP Water Quality grant (May) and Clean Water SRF (July/August)

### Other projects the City has on going:

- US Army Core Flood Study
  - Preliminary Model Results expected June 2024
- ADA Upgrades/Expansion of City Hall
  - Kimley-Horn assisting with locating grant resources for this project.



# CITY OF ARCHER

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## II. Guest

**Agenda Item 2:** Mike Latham, GatorSkitch Architects & Planners, New Archer Community Center Presentation

**Staff Recommendation:**

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



# ARCHER COMMUNITY CENTER

PRESENTED  
BY

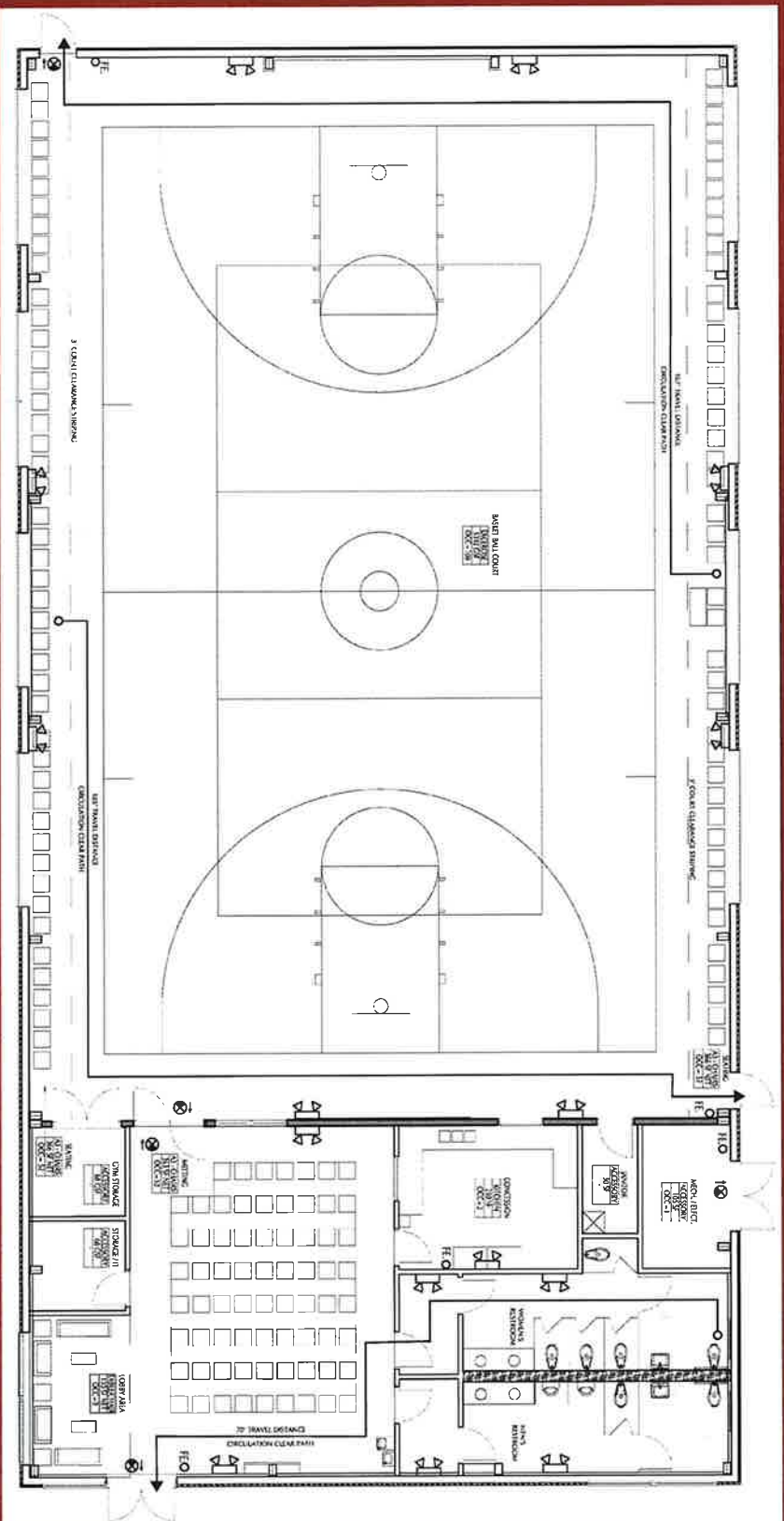


**GatorSketch**  
ARCHITECTS & PLANNERS  
gatorskitch.com

April 8, 2024



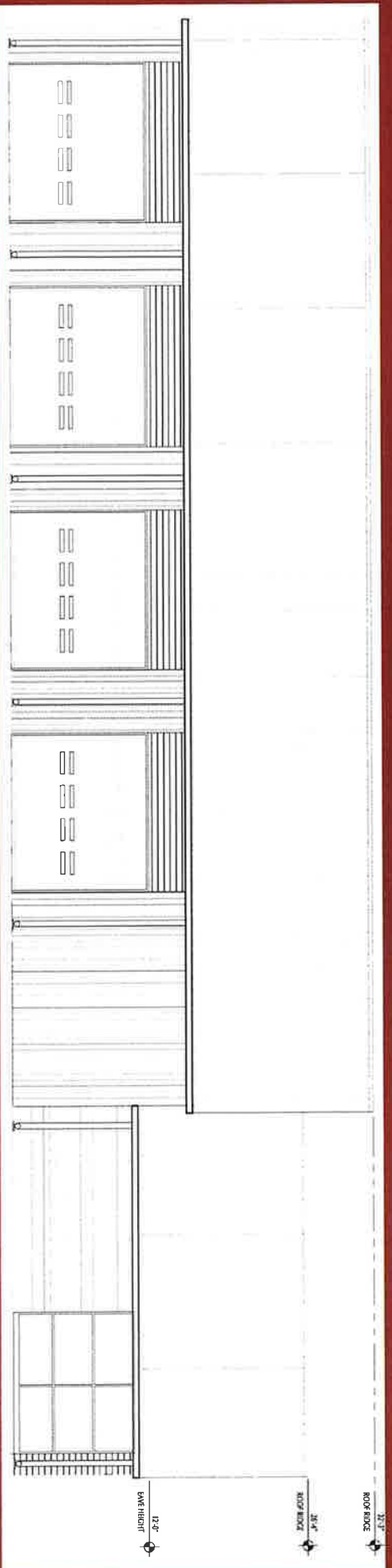
# FLOOR PLAN:



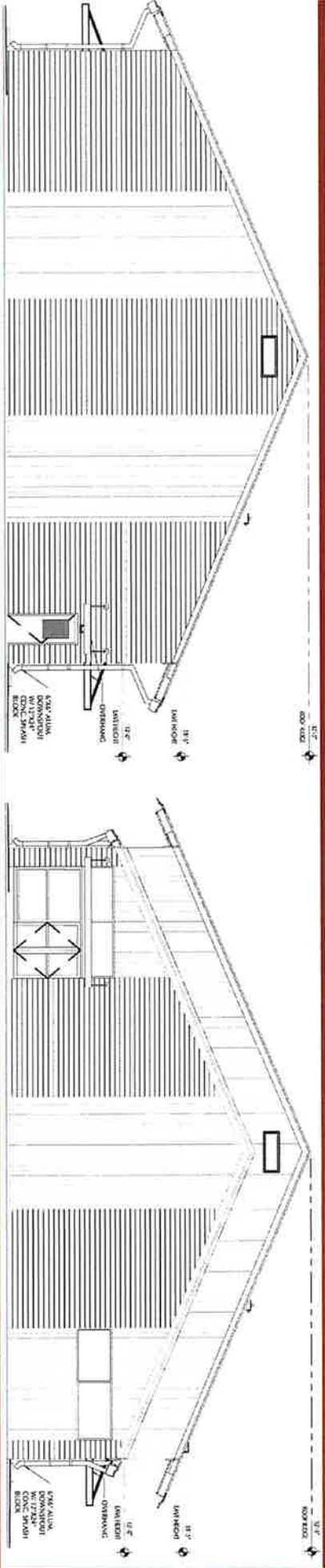




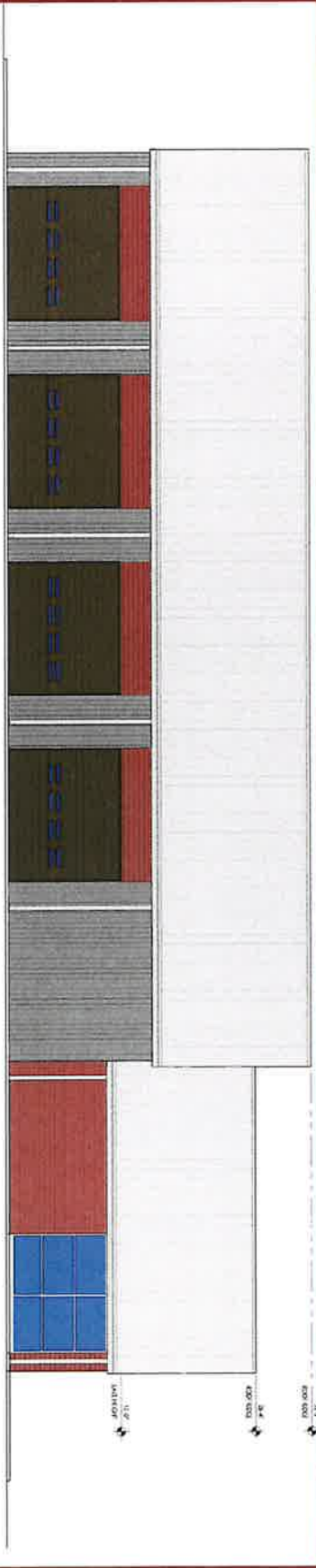
# SOUTH BUILDING ELEVATION



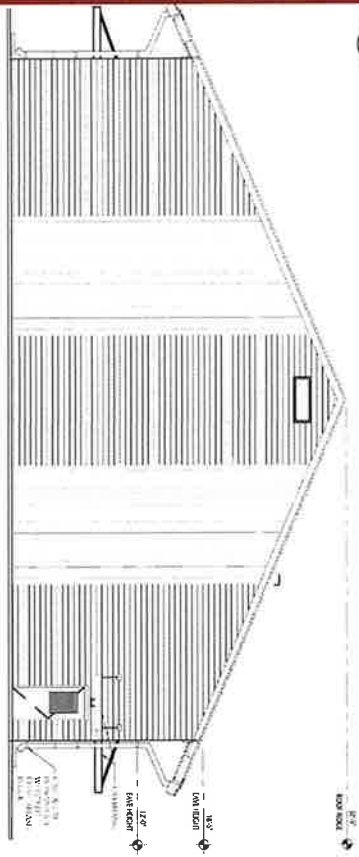
# WEST & EAST ELEVATIONS



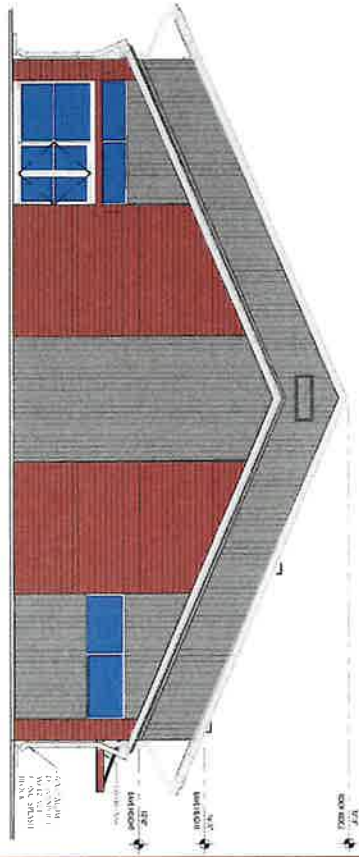
# EXTERIOR ELEVATION OPTION #1



2 SOUTH BLDG ELEVATION  
AZ01

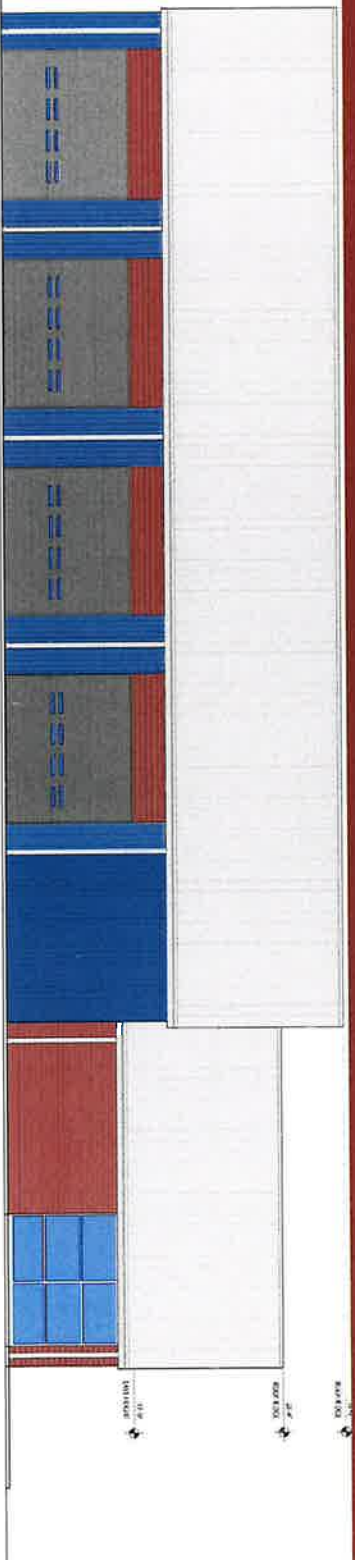


3 WEST BLDG ELEVATION  
AZ01

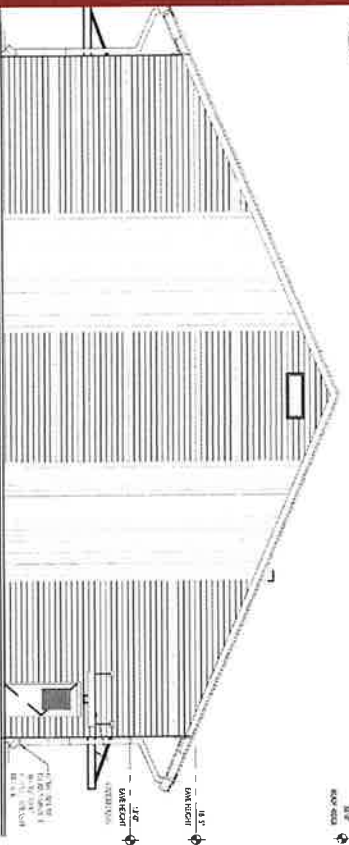


4 EAST BLDG ELEVATION  
AZ01

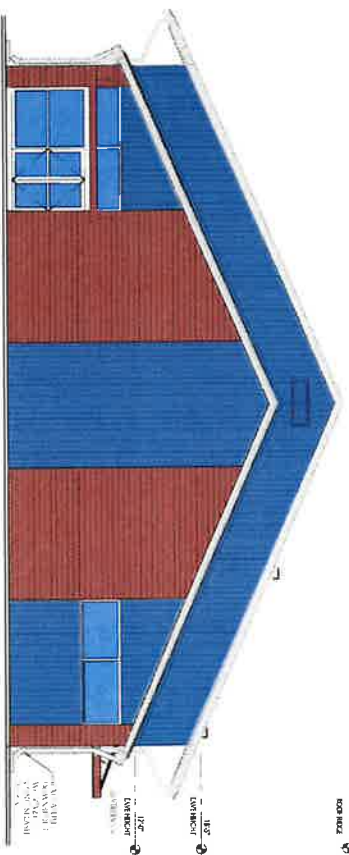
# EXTERIOR ELEVATION OPTION #2



2 SOUTH BLDG ELEVATION  
SCALE: 3/8" = 1'-0"



3 WEST BLDG ELEVATION  
SCALE: 3/8" = 1'-0"

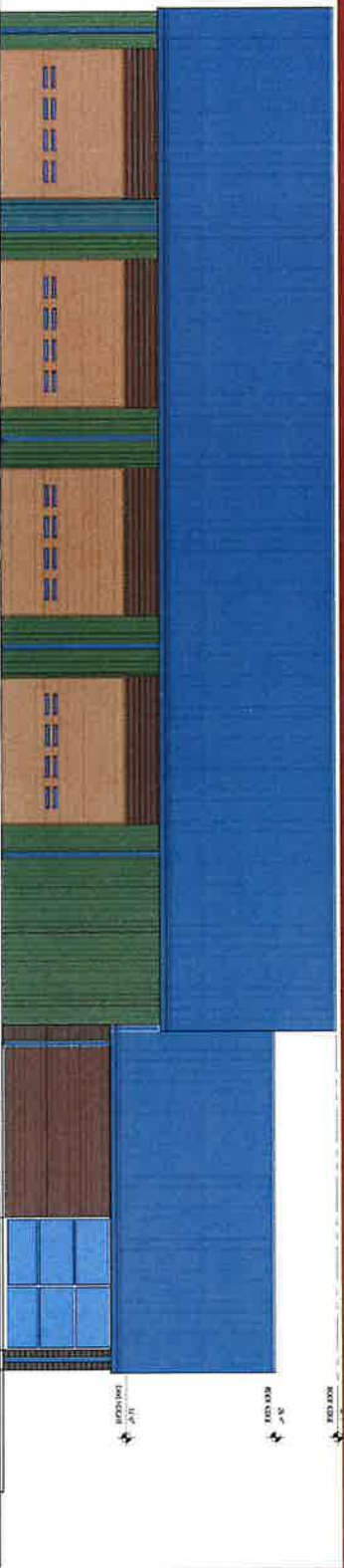


4 EAST BLDG ELEVATION  
SCALE: 3/8" = 1'-0"

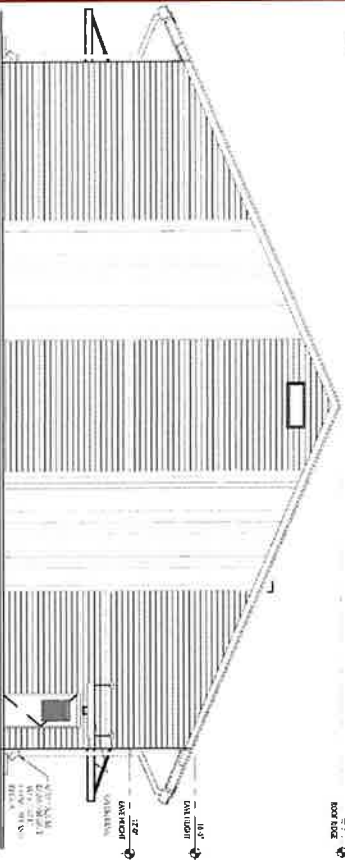
ADD UTILITY: BLUE COLOR FOR THIS ACTIVE RECREATIONAL BUILDING



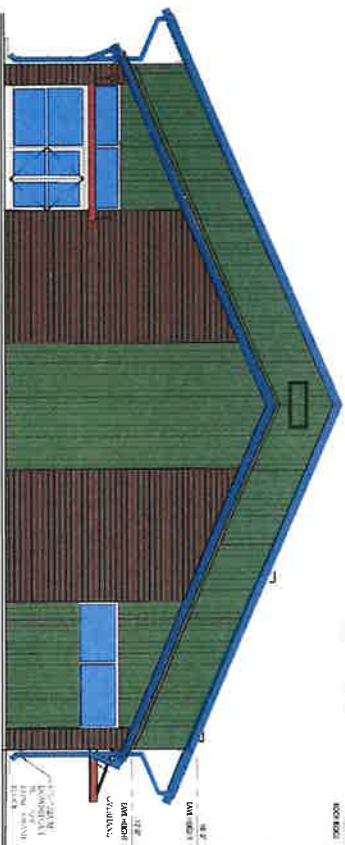
# EXTERIOR ELEVATION OPTION #4



2 SOUTH BLDG ELEVATION  
SCALE: 1/8" = 1'-0"



3 WEST BLDG ELEVATION  
SCALE: 1/8" = 1'-0"



4 EAST BLDG ELEVATION  
SCALE: 1/8" = 1'-0"

BLENDING WITH EXISTING WALL PANEL SYSTEMS (SECTION 0500)

THANK YOU



# CITY OF ARCHER

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## II. Guest

**Agenda Item 3:** GatorSkтч Architects & Planners, City Hall ADA Assessment & Alteration Design

**Staff Recommendation:** Approve Proposal with GatorSkтч Architects & Planners

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



March 13, 2024

Charles A. Hammond  
City Manager  
City of Archer  
16870 SW 134<sup>th</sup> Avenue

Archer, FL 32618  
thammond@cityofarcher.com  
352-495-2880

Re: City Hall ADA Assessment & Alteration Design

Dear Client:

GatorSkitch Corp. Architects & Planners of Clermont Florida is pleased to provide this proposal for ADA remodel of the approx. 3006 sqft existing City Hall building. This project is based on an owner furnished "Evaluation Plan from the CDBG for ADA Compliance" document. This structure is located at 168070 SW 134<sup>th</sup> Ave, Archer FL. Parcel ID 04929-001-000.

This proposal includes: architecture,  mechanical electrical plumbing  
fire protection  structural civil landscape architecture environmental  geotechnical survey  
 kitchen design,  AV design and  interior design services that will begin upon your authorization and is based on a meeting where the project was discussed with the City Manager from the City of Archer, FL.

Scope.

- a. See Attachment 'A' for scope floor plan
- b. Create Construction documents so the city can go out for bid on the project to a GC.
- c. Assist in answering permit comments
- d. Four site visits during construction. Project is estimated to take 3 months with one additional month to address punch items.
- e. Kimley Horn will provide for Survey, Geo Technical Engineering, Civil Engineering, all site permitting, Landscape / Irrigation design, weekly construction Phase services.

Owner or Kimley Horn to provide:

1. Existing plans for site to include survey with utility locations.

BASIC DESIGN SERVICE PHASES:

A. Existing Conditions Assessment & Schematic Design:

1. GatorSkitch will use the owner furnished drawings to put the building in AutoCAD for the purposes to create Schematic Design.
2. Architectural schematic design for the remodel for owner's approvals, once signed off we will move on to the Design Development stage. Schematic design includes up to 3 schematic designs before changes are made on an hourly basis.

B. Construction Documents:

1. Prepare detailed drawings with specifications for the construction of the project.
2. Coordinate architectural.
3. Meet with Owner for review and approval of Construction Documents.

C. Permit Services:

1. Respond to comments from the appropriate agencies. Revise construction documents, if necessary, to assist with permit approval.

D. Contract Administration Services:

1. General Administration: Assist the Owner with field orders, and general problem solving.

SCHEDULE OF SERVICES

Architectural and Engineering Basic Services:

1. Existing Conditions Assessment & Schematic Design	3 weeks
2. Construction Documents	4 weeks
<b>Project Time (<i>Estimated</i>):</b>	<b>7 weeks</b>

*Above schedule of services does not include or allow for approval times the Owner and/or Local Authorities having jurisdiction over the project.*



BASIS OF COMPENSATION

**Basic Services:** The basis for compensation is a stipulated sum, based on the scope of work defined herein.

Architectural and Engineering Services:

Task	PH	Detail	Hours / Qty	Rate	Ext.
A	SD	Existing Assessment & Schematic Design	1.00	\$5,100.00	\$5,100.00
B	CD	Construction Documents	1.00	\$5,100.00	\$5,100.00
C	PER	Permitting	1.00	\$500.00	\$500.00
D	Bid	Bidding	1.00	\$500.00	\$500.00
E	CA	Construction Phase Services	1.00	\$975.00	\$975.00
		<b>Architectural &amp; Engineering Services for this Scope:</b>		Total	<b>\$12,175.00</b>

**The above fees do not include the actual permit fees charged by the County or Authority having jurisdiction.**

**Fee Summary:** As compensation for our services, a total fee of \$78,212.00 will be payable in the following manner:

1	A Payment	\$5,100.00	will be due and payable with the submission of Schematic Document(s).
2	A Payment	\$5,100.00	will be due and payable with the submission of Construction Document(s).
4	A Payment	\$500.00	will be due and payable with the permitting
5	A Payment	\$500.00	will be due and payable with the bidding
6	A Payment	\$975.00	will be due and payable with the billed monthly as a portion of this budget during construction

**Supplemental Services:**

Hourly Rates for Additional Services: (with prior approval from Owner)

A.	Principal Architect	\$ 150.00 per hour
B.	Project Architect	\$ 125.00 per hour
C.	Project Manager / Engineer	\$ 135.00 per hour
D.	Design & Landscape Architect	\$ 110.00 per hour
E.	Interior Designer	\$ 75.00 per hour
G.	Construction Phase Service Manager	\$ 75.00 per hour
H.	Technical Drafting	\$ 65.00 per hour

I.	Graphic Computer Time	\$ 55.00 per hour
J.	Admin. Asst.	\$ 50.00 per hour

**REIMBURSABLE EXPENSES**

Expenses incurred by the architect, his staff and consulting engineers in the interest of the project are in addition to the fees for services, and are to be reimbursed to the architect. Expenses which are considered reimbursable on this project include plotting and reproduction of documents for Client's review/special use, permitting, bidding and construction, shipping of documents and submittals, and travel expenses when incurred in the interest of the project, and with the Client's request and approval. Reimbursable expenses have a 1.1 multiplier.

**QUALIFICATIONS**

Fees quoted herein are presented with the following qualifications:

1.	Sales tax on professional services, if imposed by Florida state authorities, shall be in addition to the professional fees stated herein
2.	This fee does not include the services of Environmental, Geo Technical, Civil, Survey, or Interior design consultants.
3.	Services are based on the scope of project identified herein.
4.	The Owner hereby agrees, in exchange for a reduced professional fee, that to the fullest extent permitted by law, Design Professional's total liability to Owner for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes, including but not limited to Design Professional's negligence, errors, omissions, strict liability, breach of contract or breach of warranty, shall not exceed the total of the professional fee.
5.	Because compensation is a factor of project scope, and because the project scope isn't always determined initially, if the project area increases during the design phases, compensation shall automatically increase proportionately, to a maximum of thirty percent (30%) of the original scope of project. If the project increases in excess of thirty percent (30%), then the incremental increase over the thirty percent (30%) shall be required to have written authorization by the Owner.
6.	GatorSkitch Corp. or representatives of the firm reserves the right to photograph the project upon completion.
7.	GatorSkitch Corp. reserves the right to place a site sign on the project premises until completion

GatorSkitch will be using the same AIA contract document format as the Community Building for this City Hall ADA project. Construction phase services are estimated based on this construction taking place during the same time as the Community Building to pass savings onto the City.

**Client Agent/Project Manager & permitted to speak on behalf of Client (if applicable):**

Client Agent Name(s): \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**Client Billing Information:**

Accounts Payable Contact Name(s): \_\_\_\_\_  
Phone #(s): \_\_\_\_\_  
Email: \_\_\_\_\_  
PO# (if applicable): \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_

**LIMIT OF LIABILITY**

The limit of liability of architect and consultants, for any cause or combination of causes, shall be limited in total amount to the fees paid under this agreement.

We thank you again for this opportunity to provide a proposal for this exciting project. We value your business and look forward to a very successful project. Please contact us if you have any questions.

Sincerely,  
**GATORSKTCH CORPORATION ARCHITECTS**

Michael B Latham  
Digitally signed by Michael B Latham  
DN: cn=US,  
e=mbatham@gatorsktch.com,  
o=GatorSketch Corp. Architects &  
Planners, cn=Michael B Latham  
Date: 2024.03.13 10:00:53-04'00'

Michael Latham, A.I.B.D.  
President

Proposal approval & acceptance:

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Client Print Name

- (1) **Consultant's Scope of Services.** The Consultant professional services extend only to the services described in this Agreement.
- (2) **Consultant's Additional Services.** If requested by the Client and agreed to by the Consultant, the Consultant will perform additional services, which will be governed by these standard provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for the performance of Additional Services based upon the Consultant's current hourly rates.
- (3) **Use of Prepared Documents.** All documents prepared by the Consultant are related to the services described in this Agreement and may only be used if the Client has satisfied all obligations under this Agreement. The documents are not intended to be suitable for use or partial use by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to the Consultant's documents, or any use or partial use of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting there from. Any authorization will entitle the Consultant to further compensation at rates to be agreed upon by the Client and the Consultant.
- (4) **Insurance.** The Consultant carries general liability insurance. If the Client directs the Consultant to obtain increased insurance coverage, the Consultant will take out additional insurance, if obtainable, at the Client's expense.
- (5) **Limitation of liability.** The Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and sub-consultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$5,000, whichever is greater. Under no circumstances shall the Consultant be liable for lost profits or consequential damages, for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications.

The Client and Consultant agree that neither will be liable to the other for consequential damages incurred due to the fault of the other. Said damages include, but are not limited to, loss of use and lost profits.

- All claims, whether based upon contract, tort, breach of warranty, professional negligence (including errors, omissions or other professional acts), or otherwise, shall be deemed waived unless made by the Client in writing and received by the Consultant within one (1) year after Client reasonably knew or should have known of its existence, but in no event, shall such claim be asserted by Client later than two (2) years after the Consultant's completion of services with respect to which the claim is made.

(6) **Dispute Resolution.** All claims by the Client arising out of this Agreement shall be submitted first to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(7) **Payment.** Invoices will be submitted periodically by regular mail or email for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt the invoice. If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. For all amounts unpaid after thirty (30) days of the invoice date Client agrees to pay the Consultant a finance charge of one and one-half percent (1 1/2%) per month, eighteen percent (18%) annually, or the legal maximum rate if it is less.

(8) **Force Majeure.** If, during the term of the agreement or any Project related hereto a force of majeure arises or occurs, including, but not limited to any strike, labor restriction, riot, flood, inclement weather, terrorism, or any act whatsoever that is not within the Consultants control or reasonable ability to prevent (Force Majeure), then the time for the Consultant to complete its performance under this Agreement (Time) shall be excused for the duration of such Force Majeure, or, in the alternative, the Time shall be renegotiated by the patties, and such that the Consultants performance and completion of its responsibilities shall be due and accomplished within a reasonable time thereafter.

(9) **Attorney Fees.** *In the event of litigation relating to the subject matter of this Agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable attorney fees and costs resulting therefrom.* The Client shall pay attorney fees, property lien fees, or other fees associated past due payment to the Consultant.

(10) **Termination.** Obligation to provide further services under this Agreement may be terminated by either party upon seven (7) day written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party.

In the event of any termination, the Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultant, to the total amount of services which were to have been performed.

# HARDWARE GROUPS

# ATTACHMEN

H.W. 1 DOORS # 1, 3  
EACH TO HAVE: 1-EA. 5253 CYLINDER  
1-EA. 264 TURNPIECE CYLINDER (DOOR #1 ONLY)  
BALANCE OF HW. BY STORE FRONT MFG.

H.W. 2 DOORS # 2, 4  
EACH TO HAVE: 1 1/2 PR. HINGE 55 1279 4 1/2 x 4 1/2 NER  
1-EA. LOCKSET 833-1455  
1-EA. CLOSER P 390 (DOOR #2 ONLY)  
1-EA. 8" x 34" KICK PLATE  
1-EA. STOP 448  
1-SET WEATHER STRIP 305AR  
1-EA. THRESHOLD 500 SLOV-36  
BY PE-HUNG DR. MFG.

H.W. 3 CONTINUED  
1-EA. PULL #101 W/ 4 X 1/4 PLATE  
1-EA. CLOSER P 390  
1-EA. STOP 406 1/2  
1-EA. 8" x 32" KICK PLATE

H.W. 4 DOORS # 5, 7, 8 (14)  
EACH TO HAVE: 1 1/2 PR. HINGE BY PE-HUNG DR. MFG.  
1-EA. LATCH SET  
1-EA. STOP 406 1/2 OR #38 AS REQ.

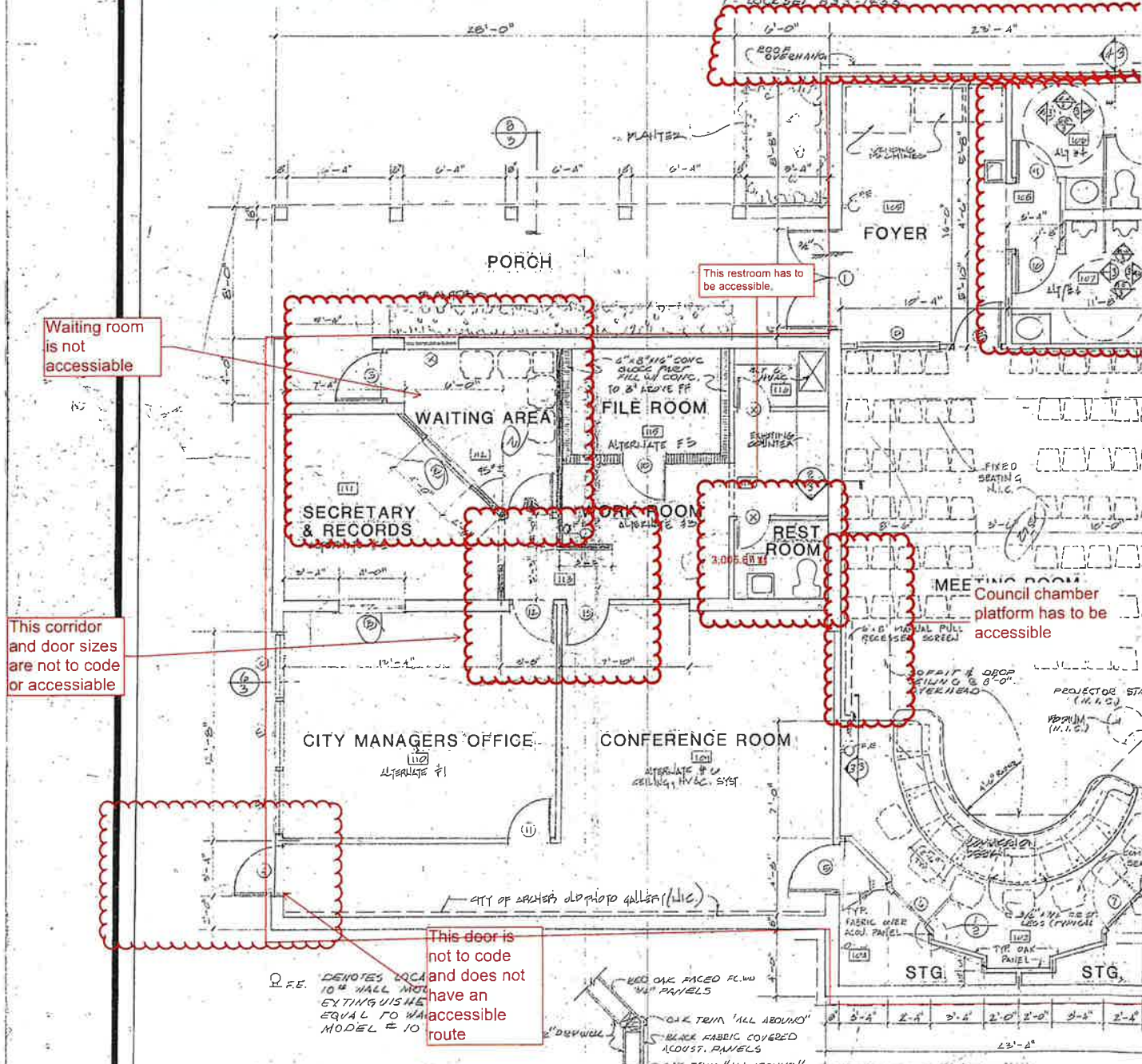
H.W. 5 DOORS # 11, 12, 13  
EACH TO HAVE: 1 1/2 PR. HINGE BY PE-HUNG DR. MFG.  
1-EA. LOCK SET 833-1455  
1-EA. STOP 406 1/2

H.W. 6 DOOR # 6  
1 1/2 PR. HINGE 1279 4 1/2 x 4 1/2  
1- LOCKSET 833-1455

H.W. 7 DOOR # 7  
1 1/2 PR. HINGE  
1- LOCK  
1- CLOS

Parking lot & handi-cap parking is not upto code or accessible. (Design is by other)

Gang be bi and,



Waiting room is not accessible

This restroom has to be accessible.

This corridor and door sizes are not to code or accessible

This door is not to code and does not have an accessible route

Council chamber platform has to be accessible

## FLOOR PLAN

DETAIL  
SCALE 1"=1'-0"

EXISTING NEW



T/A

#15  
 03/27/99 4 1/2 x 4 1/2 N.R.P.  
 ST 833-1457  
 E P 390

**GENERAL NOTES**

Contractor shall field verify all dimensions and elevations shown upon building layout. If discrepancies exist, notify Architect for analysis, interpretation and possible modifications.

Installation of all wood framing, headers, plates, blocking, sills, and bracing shall be accomplished by competent carpenters in accordance with the requirements of the F.H.A., minimum property standards handbook.

All wood in contact with masonry or concrete shall be pressure treated L.L.S.P.

All reinforcing steel shall be grade 40 galvanized billet sized as shown on the drawings.

These footings are designed for minimum soil bearing capacity of 2500 P.S.F. If conditions are found otherwise, notify Engineer so that modifications can be made.

Samples of all finishes to be approved by the Owner or his agent before being applied.

All wall or ceiling mounted fixtures or equipment shall be securely anchored to adjacent finish surface with appropriate anchorage devices in accordance with manufacturer's directions.

Provide Burglar Deck fabricated from 3/8" bar stock welded to 1/2" x 1-1/2" horizontal strap anchored securely to masonry wall with 1/2" x 2" anchor bolts.

Provide for 3 BC 104 dry chemical fire extinguishers and mount them 8'-0" above finished floor, where shown on the floor plan or as required by fire marshal.

Acoustical ceiling system to be 7'-0" x 21-0" fissured, fire guard tiles with reveal edges. Suspension system to be 2'-0" x 2'-0" SR of unslat hangers.

**LIST OF ALTERNATES**

- Alternate 1 (Add Alternate)**  
 Provide for North and East wall partitions including all finishes shown in the finish schedule of Room 110. Provide for Door 1112 complete with frame and hardware as shown on the door schedule.
- Alternate 2 (Add Alternate)**  
 Provide for South wall partition of Room 112 and North partition of Room 111 including all finishes shown in the finish schedule. Provide for Door 114 complete with frame and hardware as shown on the door schedule. Provide for 2 windows including installation as shown on the window schedule.
- Alternate 3 (Add Alternate)**  
 Provide for East wall partition of Room 112 including all finishes shown in the finish schedule. Provide for Door 113 complete with frame and hardware as shown on the door schedule.
- Alternate 4 (Add Alternate)**  
 Substitute ceramic tile wall finishes for all walls in Rooms 106, 107 shown on drawings. Base Bid to be 2 coats tile finish.
- Alternate 5 (Add Alternate)**  
 Provide for North, East, and West wall partitions including "M" complete with frame and hardware.
- ALTERNATE #6 (ADD ALTERNATE)**  
 PROVIDE FOR SUSPENDED ACOUSTICAL CEILING AS SHOWN & COMPLETE HVAC SYSTEM W/CEILING DIFFUSERS & DUCT. CYCLE HEAT PUMP AS SHOWN BY SCHEDULED SPECS IN ROOMS 109, 110, 111, 112, 113, 114, & 115.

This exit door needs accessible route

\* DRYWALL 1/2" PWD PANELING (ALLOWANCE #150/EA) TO 30" AFF. CAP W/CHAIR MLD. W/ TEXTURED LATEX PAINT ABOVE.

**FINISH SCHEDULE**

ROOM	FLOOR	SYSTEM	WALL	CEILING	DOOR	WINDOW	GLASS	GLASS	W/FRONT
101	CARPET	1" BK VLN	X	X	X	HEAVY TRC	8'-0"	8'-0"	SOFFIT
102	"	"	PANELS	PANELS	"	"	8'-0"	8'-0"	CUSTOM TRC SPEC DOORS
103	VINYL	"	D.W. PAINT	D.W. PAINT	D.W. PAINT	D.W. PAINT	8'-0"	8'-0"	"
104	"	"	"	"	"	"	8'-0"	8'-0"	"
105	"	"	"	"	"	"	8'-0"	8'-0"	"
106	"	"	EPOXY FT.	EPOXY FT.	EPOXY FT.	EPOXY FT.	8'-0"	8'-0"	ALUM. TRC
107	"	"	"	"	"	"	8'-0"	8'-0"	ALUM. TRC
108	"	"	D.W. PAINT	D.W. PAINT	D.W. PAINT	D.W. PAINT	8'-0"	8'-0"	"
109	"	"	"	"	"	"	8'-0"	8'-0"	"
110	"	"	"	"	"	"	8'-0"	8'-0"	"
111	"	"	"	"	"	"	8'-0"	8'-0"	"
112	"	"	"	"	"	"	8'-0"	8'-0"	"
113	"	"	"	"	"	"	8'-0"	8'-0"	"
114	"	"	"	"	"	"	8'-0"	8'-0"	"
115	"	"	"	"	"	"	8'-0"	8'-0"	"
116	"	"	PAINT	PAINT	PAINT	PAINT	8'-0"	8'-0"	"
117	"	"	"	"	"	"	8'-0"	8'-0"	"

- SCANS OF EPOXY FINISH OVER 5/8 DRYWALL SEE ALTERNATE #4 FOR CERAMIC TILE & STAIRS
- ALLOWANCE #150/EA FOR DIRECT GLUE DOWN CARPET & VINYL.

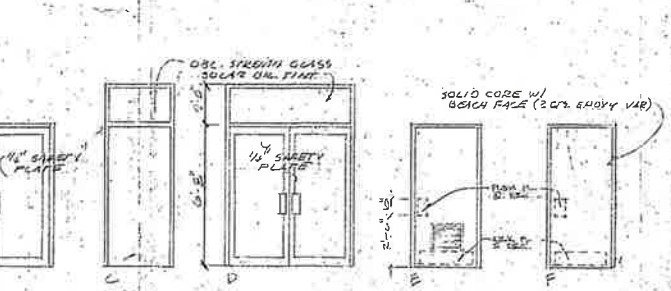
**DOOR SCHEDULE**

NO.	TYPE	SPANNING	FR. MATL.	GLASS MATL.	NOTES	GLASS	DOOR	GLASS
1	D	8'-0"	ASTM OL	BEH. ST. TD.		H.W-1	-	X
2	A	8'-0"	METAL	METAL		H.W-2	X	X
3	B	8'-0"	SHEETS OL	BEH. ST. TD.		H.W-1	-	X
4	C	8'-0"	METAL	METAL		H.W-2	X	X
5	F	2'-0"	S.C. WOOD	WOOD FRG. ALUM.		H.W-6	-	-
6	G	2'-0"	GLASS PANEL	GLASS PANEL	DR. FR. LIT.	H.W-4	-	-
7	H	2'-0"	"	"	"	H.W-4	-	-
8	F	3'-0"	S.C. WOOD	WOOD FRG. ALUM.		H.W-4	X	X
9	E	2'-0"	"	"	"	H.W-3	X	X
10	E	2'-0"	"	"	"	H.W-3	X	X
11	F	2'-0"	"	"	"	H.W-5	-	-
12	F	2'-0"	"	"	"	H.W-5	-	-
13	F	2'-0"	"	"	"	H.W-5	-	-
14	F	2'-0"	"	"	"	H.W-4	-	-
15	A	2'-0"	METAL	METAL	DR. LABEL	H.W-7	-	X

- CUSTOM PANEL DOORS: ALLOW #200/DOOR. SELECTION BY OWNER.
- ALL FLUSH DOORS TO BE FIRST QUALITY BIRCH FACE.
- ALL WOOD DOORS STAINED & VARNISHED.

**WINDOW SCHEDULE**

NO.	TYPE	DEPTH	WIDTH	HEIGHT	GLASS	REMARKS
1	1/2" GLASS	1'-0"	8'-0"	8'-0"	DOUBLE OR EQUAL	MINIMUM 2" GLASS STRENGTH TILT
2	1/2" GLASS	1'-0"	8'-0"	8'-0"	"	MINIMUM 2" GLASS STRENGTH TILT
3	1/2" GLASS	4'-0"	8'-0"	8'-0"	1/4" PLATE GLASS & ALUM. GLASS	SEE SCHEDULE BELOW
4	1/2" GLASS	5'-0"	3'-0"	3'-0"	1/4" PLATE GLASS & ALUM. GLASS	"



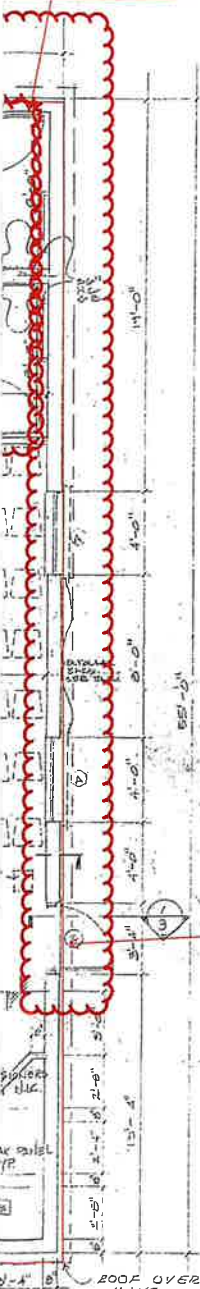
**DOORS**

NOTE: ALL EXISTING DOOR OPENING DIMENSIONS TO BE FIELD VERIFIED.

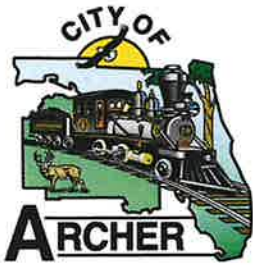
**WINDOWS**

NOTE: ALL EXISTING WINDOW DIMENSIONS TO BE FIELD VERIFIED.

Restrooms have to light up to code A



DRAWN BY: S.F.E. DATE: 7/2/99  
 REVISIONS: 10-30-99 J. JOHNSON 2-0-98 A. Gilre  
 PROJECT NO. 10601  
 T.C. Skinner and Associates, Inc. ARCHITECTS - ENGINEERS  
 2115 SW 4 TH AVE. P.O. BOX 761 GAINESVILLE FL 32609 352-440001  
 PROPOSED ADDITION TO ARCHER CITY HALL ARCHER, FLORIDA



# CITY OF ARCHER

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## II. Guest

**Agenda Item 4:** Martin Rochelle Learning Center- Fee Waiver Request for May 24th, 5-9pm, Archer Community Center, Graduation

**Staff Recommendation:** Approve Fee Waiver Request for Martin Rochelle Learning Center

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

## Rental Use Agreement

### Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks

Phone: 352.495.2880 Fax: 352.495.2445

<b>Rental Contact Information</b>	
Contact Name:	Betty Martin / Martin Rochelle Learning Center
Address:	13645 SW 8th Rd 45
City:	Archer
State:	Fl.
Zip:	32618
Phone Numbers <i>(please provide the best two contact numbers)</i>	1. 352-495-9346 2. 352-1771-0095
Email:	bettycenter@bellsouth.net
Additional Contact Name: <i>(required)</i>	Tamra Stambaugh
Phone:	843-592-4418
Email:	
<b>Description of Rental</b>	
Date of Rental:	5/24/24
Organization Name: <i>(required if organization is sponsoring rental)</i>	Martin Rochelle Learning Center
Is your Organization Tax Exempt?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <i>(If yes, please provide Certificate of Exemption with Agreement)</i>
Type of event:	Graduation
Number of Expected Attendees:	100
<b>Select Rental location</b>	
Location of Event	Price
<input checked="" type="checkbox"/> Archer Community Center **	\$300.00 first 4 hours; \$50.00/hour over 4; or \$500.00 (8:30am-10:00pm) *
<input type="checkbox"/> Ollie Mae Senior Center **	\$50.00/ (min 4 hours); \$25.00/hour over 4
<input type="checkbox"/> Wilson Robinson Park Ballfields***	\$100.00/0-4 hours; \$25.00/hour over 4; (lights \$40.00 per hour)
<input type="checkbox"/> Wilson Robinson Park Pavilion***	\$100/(min 4 hours), \$25.00/hour over 4; (lights \$20.00/hour)
<input type="checkbox"/> Maddox Park***	\$50.00/ (first 4 hours, \$25 /hour after first 4)
<input type="checkbox"/> Deposit Community Center	\$300.00/event; Sound/Audio Visual \$500.00/event plus \$30.00/hour staff;
<input type="checkbox"/> Deposit Other Locations	\$100.00/event
<b>*Special Rate Monday through Thursday \$200.00 8:30am-10:00pm: Special Wedding Package \$1,000</b>	
<b>** Optional Cleaning fee \$250.00; extended overtime charges \$50.00 first hour, \$80.00 second hour, \$120.00 each additional</b>	
<b>***Wilson Robinson Park and Maddox Park Close at 8:00 PM unless special arrangements are made in advance with MGR</b>	
<b>Rental Times</b>	
Setup Time:	5 AM to 6 PM Total Setup Time: 1
Event Time:	8 AM to 9 PM Total Event Time: 2
Breakdown Time:	8 AM to 9 AM Total Breakdown Time: 1
<b>Total Rental Time:</b>	<b>(add total hours of Setup, Event &amp; Breakdown times)</b>

For ACC/SC/REC Use			
Deposit Amount Collected:		Final Payment:	
Date Processed:		Date Processed:	
Processed by:		Processed by:	
Type of Payment:		Type of Payment:	
Tax Exempt?		Tax Exempt?	
			Scanned? Yes No
			CC/Debit Receipt Included? Yes No

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

City of Archer and Sponsor hereby agree that Sponsor shall have the right to rent the selected location as set forth above, subject to the following terms and conditions:

**1. Reservations & Security Deposit:**

***No event is officially reserved and placed on the calendar until:***

- This Rental Use Agreement is signed and returned by Sponsor to the Archer City Manager or his designee. A fully executed contract approved and signed by the City Manager confirms the event.
- Half of the rental payment is made at time of contract signing
- The appropriate security deposit\* is submitted with completed Rental Use Agreement
  - ***Payment via Credit/Debit card is preferred. Please complete Credit/Debit Card Authorization Form attached.***
  - ***If alcohol is served, a credit card must be placed on file for possible damages, there are no exceptions to this: CC# \_\_\_\_\_***
  - Please submit a check made payable to City of Archer and write your event date in the memo line.
  - The specified security deposit is refundable in its entirety if there are no damages incurred to the space rented for the event per this Rental Use Agreement. The City Manager has 30 days to refund the security deposit to the authorized credit/debit card.
  - If there are damages, these deposit funds will be used to reimburse the City of Archer for any damages caused by Sponsor and any additional cleanup made necessary by Sponsor.

**2. Cost & Payment:**

- A. Upon receipt of the executed Rental Use Agreement and the appropriate security deposit, the Sponsor agrees to pay half of the total "Use Fee", which covers set-up, insurance, and management fees.
- B. The balance of the Use Fee is due 7 days prior to the setup of the event.

Use Fee: \$ _____ + Deposits _____ = Total _____  Balance of Use Fee due 7 days prior to event date _____ in the amount of \$ _____.
--

**3. Cancellation:**

- If the Sponsor provides Archer City Manager with written notice of cancellation more than ninety (90) days prior to the event, the security deposit and Half Use Fee paid upon execution of the Agreement shall be refunded in full. Please note: the Half Use Fee will take up to two weeks to refund.
- If the Sponsor cancels within ninety (90) days of the date of the event, the Half Use Fee shall not be refunded to Sponsor unless cancellation is due to a reason in paragraph 14 C of this agreement. The security deposit will be refunded in full.

**4. Smoking:**

Smoking is prohibited in the Archer Community Center, the Ollie Mae Senior Center and all other City of Archer properties.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**5. Food and Beverages:**

- A. Please indicate if alcoholic beverages will be served at the event. YES \_\_\_\_\_ NO ✓  
**If yes, the sponsor shall make arrangements with ASO for onsite coverage inside and outside during the entire event. The number of officers will be determined by the number of attendees.**
- B. All persons participating in the City of Archer approved events must adhere to Florida Statute 562.11 regarding alcoholic beverages.

*FS 562.11 – It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume such beverages on the premises.*

- C. If a caterer is used, the caterer is responsible for cleanup of the entire kitchen (refer to Section 7.) Failure to do so could result in additional charges to Sponsor.
- D. While food and beverages are permitted at most outdoor venues and parks, **food and beverages are NOT PERMITTED inside the Splash pad fencing area.**

**6. Set-up/Items Requested:**

- A. Sponsor shall meet with an Archer City Staff representative at least two weeks prior to the event to finalize room layout and equipment needed for the event. If Sponsor fails to meet with an Archer City Staff representative at least two weeks prior to the event, Archer City Manager, at its option, may deem Sponsor as having cancelled the event.
- B. All set-up arrangements, including point of delivery of set-up equipment and personnel, arrival of caterers, flowers, etc., must be confirmed with the Archer City Staff no less than two weeks prior to event.
- C. Kitchen: (Archer Community Center/Ollie Senior Center)  
 If utilized, kitchen and equipment must be thoroughly cleaned
- Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Tables and chairs: (Archer Community Center/Ollie Senior Center)  
 If utilized, all tables and chairs must be wiped down and returned to the storage closet.  
 Capacity: tables and chairs 150 (banquet style); Chairs only 216 (auditorium style)(Community center)
- Number tables \_\_\_\_\_
  - Number Chairs \_\_\_\_\_

**7. Clean-up:**

The Archer Community center, Ollie Mae Senior Center, Wilson Robinson Park and Maddox Park shall be left in the same condition as it was prior to the event. Tables and chairs should be stored in appropriate spaces. *The Archer City Staff member on site is not responsible for cleanup.* The Sponsor is responsible for the following clean up before the departure time listed in this Rental Use Agreement:

- Removal and proper disposal of food, beverages, and garbage from all receptacles used in room rented (this does not include restroom areas)
  - Dumpster for garbage disposal is located outside of the Staff Entrance to the left in the Staff Parking lot
- Wipe down of all equipment used, i.e. tables, chairs, counter space, etc.
- Sweeping of floors

Please report any issues with cleanup or damages to staff member on site.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**8. Departure:**

If the event extends beyond the reservation time, the Sponsor will pay to City of Archer \$200 per hour for each excess hour the event extends. A partial hour will be considered as a whole hour in determining the additional sums to be paid to City of Archer. Sums will be rendered through the \$200 security deposit or the staff person working the event may collect this fee before sponsor leaves the facility.

**9. Event Changes:**

- A. Any request for changes in time, number of people, set-up, etc., desired by Sponsor must be made in writing and forwarded to the City Manager at least two weeks prior to the event. While the City Manager will try to accommodate Sponsor's changes, Sponsor understands that due to limitations in space and personnel, the City Manager may not be able to do so. The decision to accommodate Sponsor's changes shall be solely at City Manager's discretion. Any changes approved by City Manager shall be noted in writing.
- B. Event facilities are based on the anticipated number of guest. The City Manager reserves the right to adjust room assignment based on Sponsor's final guarantee and reserves the right to move the event to comparable meeting or banquet rooms other than those appearing in the Agreement.

**10. Sponsor Representative:**

- A. The individual named as the Sponsor's contact person on page 1 of this Agreement shall act as manager of the event, ensuring that all aspects of the event comply with City of Archer policies and guidelines. This includes, but is not limited to, the activities of the florists, performers and/or entertainers, delivery personnel, and caterers. Sponsor's contact person shall also serve as Sponsor's agent for the receipt of notices under this Agreement, at the address shown as the Sponsor's address on page 1 of this Agreement.
- B. Changes to aforesaid representative and addresses may be made by written notice sent to the appropriate address.

**11. Damage and Insurance:**

- A. Any damages shall be reported to the City Manager as soon as said damage is discovered.
- B. City Manager has the right to inspect and determine damages up to 24 hours after each event and to determine whether an outside vendor will be needed for repairs.
- C. If any portion of the City of Archer, its facilities or equipment is damaged by any act, omission, default, or negligence of Sponsor, its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted to any Archer site or facility by Sponsor, Sponsor shall pay City of Archer upon demand a sum equal to the cost of repairing the damages in excess of the security deposit and restoring damaged facilities or equipment to the condition existing at the beginning of the event. In such event the Sponsor will be billed for damages above the security deposit. This amount is due upon receipt. Damage charges in excess will be charged to Sponsor's credit/debit card. If a Credit/Debit Card or other means of payment is not accessible to the City Manager and Sponsor does not pay within 15 days of receipt of bill, the City Attorney then reserves the right to seek legal means of collection. All fees and charges involved with collection, including attorney fees and court costs, will be charged to Sponsor and is due upon payment of damages.
- D. Sponsor shall indemnify and hold the City of Archer harmless against any and all liability imposed or claimed, including attorney's fees and court costs, arising directly or indirectly from any act or omission of Sponsor, its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted rented facilities by Sponsor, including but not limited to all claims relating to the injury or death of any person or damage to any property.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**12. Décor:**

Décor (over and above the use of centerpieces and plants) must be approved in advance by the City Manager. **No confetti, glitter, rice/bird seed, or similar items** may be used in the Community Center or Ollie Mae Senior Center. Candles may only be used if in an enclosure such as a globe or hurricane lamp, candles may not be taller than the enclosure. Banners, posters, and/or flyers may not be hung or attached to walls in any event space. No banners may be hung on the exterior of the Community Center or Ollie Mae Senior Center without permission from the City Manager.

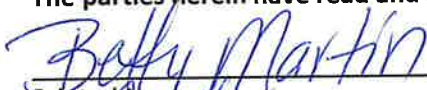
**13. Parking:**


The Archer Community Center and Ollie Mae Senior Center have a designated parking lot. Parking is available there without restrictions after regular business hours. Street parking is not suggested nor permitted. Parking regulations apply to ALL vehicles. Catering and delivery parking is at the direction of the City Manager.

**14. Miscellaneous:**

- A. This Agreement includes all the terms and conditions agreed upon by the parties and no oral agreements or representation shall be valid or binding upon the parties hereto, and this Agreement may not be modified in any manner except by written agreement signed by both parties hereto.
- B. This Agreement is not binding until executed by all parties.
- C. If the event contemplated by this Agreement cannot take place due to an event beyond control of the parties, including, but not limited to, war, riot, terrorism, explosions, floods, fires, tornados, hurricanes, then neither party will be liable for any damages due to the cancellation of the event.
- D. The Agreement shall be construed in accordance with the laws of the State of Florida and any disputes hereunder shall be resolved in the courts situated in Alachua County, State of Florida.
- E. If a court of competent jurisdiction invalidates any provision of this Agreement, then all of the remaining provisions of the Agreement shall continue in full force and effect.
- F. City of Archer shall not provide copying, printing, faxing, or computer use under any circumstances.
- G. Sponsor shall ensure that Sponsor and its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted to any facility/site by Sponsor shall comply with the City of Archer rules, regulations and policies applicable to its use.

**The parties herein have read and agree on the above terms and conditions.**

  
 \_\_\_\_\_  
 Printed Name

  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_   
 Date

\_\_\_\_\_  
City of Archer Representative Printed Name

\_\_\_\_\_  
City of Archer Representative Signature

\_\_\_\_\_  
Date



# CITY OF ARCHER

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## II. Guest

**Agenda Item 4:** ACPO- Fee Waiver Request for May 11th, 11am-8pm, Maddox Park, 44<sup>th</sup> Annual Culture Arts Festival

**Staff Recommendation:** Approve Fee Waiver Request for ACPO

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

<b>Rental Contact Information</b>	
Contact Name:	JESSIE MOSES JR
Address:	P.O. Box 41
City:	Archer
State:	Florida
Zip:	32618
Phone Numbers (please provide the best two contact numbers)	1. 352-278-4794 2.
Email:	jessie.mosesjr@gmail.com
Additional Contact Name: (required)	TANIKA HICKS
Phone:	352-258-4908
Email:	hicks.tt75@gmail.com
<b>Description of Rental</b>	
Date of Rental:	5-11-24
Organization Name: (required if organization is sponsoring rental)	ACPO
Is your Organization Tax Exempt?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, please provide Certificate of Exemption with Agreement)
Type of event:	Community - 44 <sup>th</sup> Cultural Arts Festival
Number of Expected Attendees:	500
<b>Select Rental location</b>	
Location of Event	Price
<input type="checkbox"/> Archer Community Center **	\$300.00 first 4 hours; \$50.00/hour over 4; or \$500.00 (8:30am-10:00pm) *
<input type="checkbox"/> Ollie Mae Senior Center **	\$50.00/ (min 4 hours); \$25.00/hour over 4
<input type="checkbox"/> Wilson Robinson Park Ballfields***	\$100.00/0-4 hours; \$25.00/hour over 4; (lights \$40.00 per hour
<input type="checkbox"/> Wilson Robinson Park Pavilion***	\$100/(min 4 hours), \$25.00/hour over 4; (lights \$20.00/hour)
<input checked="" type="checkbox"/> Maddox Park***	\$50.00/ (first 4 hours, \$25 /hour after first 4)
<input type="checkbox"/> Deposit Community Center	\$300.00/event; Sound/Audio Visual \$500.00/event plus \$30.00/hour staff;
<input type="checkbox"/> Deposit Other Locations	\$100.00/event
<b>*Special Rate Monday through Thursday \$200.00 8:30am-10:00pm: Special Wedding Package \$1,000</b>	
<b>** Optional Cleaning fee \$250.00; extended overtime charges \$50.00 first hour, \$80.00 second hour, \$120.00 each additional</b>	
<b>***Wilson Robinson Park and Maddox Park Close at 8:00 PM unless special arrangements are made in advance with MGR</b>	
<b>Rental Times</b>	
Setup Time:	11 (AM) PM to 12 AM (PM) Total Setup Time: 1
Event Time:	12 AM (PM) to 7 PM (PM) Total Event Time: 7
Breakdown Time:	7 AM / PM to 8 AM (PM) Total Breakdown Time: 1
<b>Total Rental Time:</b>	<b>(add total hours of Setup, Event &amp; Breakdown times)</b> 9

For ACC/SC/REC Use			
Deposit Amount Collected:		Final Payment:	
Date Processed:		Date Processed:	
Processed by:		Processed by:	
Type of Payment:		Type of Payment:	
Tax Exempt?		Tax Exempt?	
			Scanned? Yes No
			CC/Debit Receipt Included? Yes No

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

City of Archer and Sponsor hereby agree that Sponsor shall have the right to rent the selected location as set forth above, subject to the following terms and conditions:

**1. Reservations & Security Deposit: Request Fee waiver**

**No event is officially reserved and placed on the calendar until:**

- This Rental Use Agreement is signed and returned by Sponsor to the Archer City Manager or his designee. A fully executed contract approved and signed by the City Manager confirms the event.
- Half of the rental payment is made at time of contract signing
- The appropriate security deposit\* is submitted with completed Rental Use Agreement
  - **Payment via Credit/Debit card is preferred. Please complete Credit/Debit Card Authorization Form attached.**
  - **If alcohol is served, a credit card must be placed on file for possible damages, there are no exceptions to this: CC# \_\_\_\_\_**
  - Please submit a check made payable to City of Archer and write your event date in the memo line.
  - The specified security deposit is refundable in its entirety if there are no damages incurred to the space rented for the event per this Rental Use Agreement. The City Manager has 30 days to refund the security deposit to the authorized credit/debit card.
  - If there are damages, these deposit funds will be used to reimburse the City of Archer for any damages caused by Sponsor and any additional cleanup made necessary by Sponsor.

**2. Cost & Payment: Request Fee waiver**

- A. Upon receipt of the executed Rental Use Agreement and the appropriate security deposit, the Sponsor agrees to pay half of the total "Use Fee", which covers set-up, insurance, and management fees.
- B. The balance of the Use Fee is due 7 days prior to the setup of the event.

Use Fee: \$ _____ + Deposits _____ = Total _____
Balance of Use Fee due 7 days prior to event date _____ in the amount of \$ _____.

**3. Cancellation:**

- If the Sponsor provides Archer City Manager with written notice of cancellation more than ninety (90) days prior to the event, the security deposit and Half Use Fee paid upon execution of the Agreement shall be refunded in full. Please note: the Half Use Fee will take up to two weeks to refund.
- If the Sponsor cancels within ninety (90) days of the date of the event, the Half Use Fee shall not be refunded to Sponsor unless cancellation is due to a reason in paragraph 14 C of this agreement. The security deposit will be refunded in full.

**4. Smoking:**

Smoking is prohibited in the Archer Community Center, the Ollie Mae Senior Center and all other City of Archer properties.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**5. Food and Beverages:**

- A. Please indicate if alcoholic beverages will be served at the event. YES \_\_\_\_\_ NO ✓  
 If yes, the sponsor shall make arrangements with ASO for onsite coverage inside and outside during the entire event. The number of officers will be determined by the number of attendees.
- B. All persons participating in the City of Archer approved events must adhere to Florida Statute 562.11 regarding alcoholic beverages.

*FS 562.11 – It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume such beverages on the premises.*

- C. If a caterer is used, the caterer is responsible for cleanup of the entire kitchen (refer to Section 7.) Failure to do so could result in additional charges to Sponsor.
- D. While food and beverages are permitted at most outdoor venues and parks, **food and beverages are NOT PERMITTED inside the Splash pad fencing area.**

**6. Set-up/Items Requested:**

- A. Sponsor shall meet with an Archer City Staff representative at least two weeks prior to the event to finalize room layout and equipment needed for the event. If Sponsor fails to meet with an Archer City Staff representative at least two weeks prior to the event, Archer City Manager, at its option, may deem Sponsor as having cancelled the event.
- B. All set-up arrangements, including point of delivery of set-up equipment and personnel, arrival of caterers, flowers, etc., must be confirmed with the Archer City Staff no less than two weeks prior to event.
- C. Kitchen: (Archer Community Center/Ollie Senior Center)  
 If utilized, kitchen and equipment must be thoroughly cleaned
- Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Tables and chairs: (Archer Community Center/Ollie Senior Center)  
 If utilized, all tables and chairs must be wiped down and returned to the storage closet.  
 Capacity: tables and chairs 150 (banquet style); Chairs only 216 (auditorium style)(Community center)
- Number tables \_\_\_\_\_
  - Number Chairs \_\_\_\_\_

**7. Clean-up:**

The Archer Community center, Ollie Mae Senior Center, Wilson Robinson Park and Maddox Park shall be left in the same condition as it was prior to the event. Tables and chairs should be stored in appropriate spaces. *The Archer City Staff member on site is not responsible for cleanup.* The Sponsor is responsible for the following clean up before the departure time listed in this Rental Use Agreement:

- Removal and proper disposal of food, beverages, and garbage from all receptacles used in room rented (this does not include restroom areas)
  - Dumpster for garbage disposal is located outside of the Staff Entrance to the left in the Staff Parking lot
- Wipe down of all equipment used, i.e. tables, chairs, counter space, etc.
- Sweeping of floors

Please report any issues with cleanup or damages to staff member on site.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox**  
**Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**8. Departure:**

If the event extends beyond the reservation time, the Sponsor will pay to City of Archer \$200 per hour for each excess hour the event extends. A partial hour will be considered as a whole hour in determining the additional sums to be paid to City of Archer. Sums will be rendered through the \$200 security deposit or the staff person working the event may collect this fee before sponsor leaves the facility.

**9. Event Changes:**

- A. Any request for changes in time, number of people, set-up, etc., desired by Sponsor must be made in writing and forwarded to the City Manager at least two weeks prior to the event. While the City Manager will try to accommodate Sponsor's changes, Sponsor understands that due to limitations in space and personnel, the City Manager may not be able to do so. The decision to accommodate Sponsor's changes shall be solely at City Manager's discretion. Any changes approved by City Manager shall be noted in writing.
- B. Event facilities are based on the anticipated number of guest. The City Manager reserves the right to adjust room assignment based on Sponsor's final guarantee and reserves the right to move the event to comparable meeting or banquet rooms other than those appearing in the Agreement.

**10. Sponsor Representative:**

- A. The individual named as the Sponsor's contact person on page 1 of this Agreement shall act as manager of the event, ensuring that all aspects of the event comply with City of Archer policies and guidelines. This includes, but is not limited to, the activities of the florists, performers and/or entertainers, delivery personnel, and caterers. Sponsor's contact person shall also serve as Sponsor's agent for the receipt of notices under this Agreement, at the address shown as the Sponsor's address on page 1 of this Agreement.
- B. Changes to aforesaid representative and addresses may be made by written notice sent to the appropriate address.

**11. Damage and Insurance:**

- A. Any damages shall be reported to the City Manager as soon as said damage is discovered.
- B. City Manager has the right to inspect and determine damages up to 24 hours after each event and to determine whether an outside vendor will be needed for repairs.
- C. If any portion of the City of Archer, its facilities or equipment is damaged by any act, omission, default, or negligence of Sponsor, its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted to any Archer site or facility by Sponsor, Sponsor shall pay City of Archer upon demand a sum equal to the cost of repairing the damages in excess of the security deposit and restoring damaged facilities or equipment to the condition existing at the beginning of the event. In such event the Sponsor will be billed for damages above the security deposit. This amount is due upon receipt. Damage charges in excess will be charged to Sponsor's credit/debit card. If a Credit/Debit Card or other means of payment is not accessible to the City Manager and Sponsor does not pay within 15 days of receipt of bill, the City Attorney then reserves the right to seek legal means of collection. All fees and charges involved with collection, including attorney fees and court costs, will be charged to Sponsor and is due upon payment of damages.
- D. Sponsor shall indemnify and hold the City of Archer harmless against any and all liability imposed or claimed, including attorney's fees and court costs, arising directly or indirectly from any act or omission of Sponsor, its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted rented facilities by Sponsor, including but not limited to all claims relating to the injury or death of any person or damage to any property.

**Rental Use Agreement**  
**Archer Community Center, Senior Center, Wilson Robinson and Maddox Parks**

Phone: 352.495.2880 Fax: 352.495.2445

**12. Décor:**

Décor (over and above the use of centerpieces and plants) must be approved in advance by the City Manager. **No confetti, glitter, rice/bird seed, or similar items** may be used in the Community Center or Ollie Mae Senior Center. Candles may only be used if in an enclosure such as a globe or hurricane lamp, candles may not be taller than the enclosure. Banners, posters, and/or flyers may not be hung or attached to walls in any event space. No banners may be hung on the exterior of the Community Center or Ollie Mae Senior Center without permission from the City Manager.

**13. Parking:**

The Archer Community Center and Ollie Mae Senior Center have a designated parking lot. Parking is available there without restrictions after regular business hours. Street parking is not suggested nor permitted. Parking regulations apply to ALL vehicles. Catering and delivery parking is at the direction of the City Manager.

**14. Miscellaneous:**

- A. This Agreement includes all the terms and conditions agreed upon by the parties and no oral agreements or representation shall be valid or binding upon the parties hereto, and this Agreement may not be modified in any manner except by written agreement signed by both parties hereto.
- B. This Agreement is not binding until executed by all parties.
- C. If the event contemplated by this Agreement cannot take place due to an event beyond control of the parties, including, but not limited to, war, riot, terrorism, explosions, floods, fires, tornados, hurricanes, then neither party will be liable for any damages due to the cancellation of the event.
- D. The Agreement shall be construed in accordance with the laws of the State of Florida and any disputes hereunder shall be resolved in the courts situated in Alachua County, State of Florida.
- E. If a court of competent jurisdiction invalidates any provision of this Agreement, then all of the remaining provisions of the Agreement shall continue in full force and effect.
- F. City of Archer shall not provide copying, printing, faxing, or computer use under any circumstances.
- G. Sponsor shall ensure that Sponsor and its agents, employees, officers, directors, independent contractors, patrons, guests, event attendees or any person or vendor admitted to any facility/site by Sponsor shall comply with the City of Archer rules, regulations and policies applicable to its use.

**The parties herein have read and agree on the above terms and conditions.**

JESSIE MOSES Jr

Printed Name

[Handwritten Signature]

Signature

3-29-24

Date

\_\_\_\_\_  
City of Archer Representative Printed Name

\_\_\_\_\_  
City of Archer Representative Signature

\_\_\_\_\_  
Date



# CITY OF ARCHER

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## VI. Old Business

**Agenda Item 1:** Resolution No 2024-08, Agreement Between the City and Pyrotecnico Fireworks, Inc., for a Fireworks Display on July 6th, 2024

**Staff Recommendation:** Approve Resolution No 2024-08

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

# RESOLUTION NO 2024 - 08

## CITY OF ARCHER, FLORIDA

**A RESOLUTION OF THE CITY OF ARCHER, FLORIDA APPROVING THAT CERTAIN AGREEMENT BETWEEN THE CITY AND PYROTECNICO FIREWORKS, INC. FOR A FIREWORK DISPLAY TO BE GIVEN ON JULY 6, 2024; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Archer ("City") solicited quotes for a Firework Display on July 6, 2024 (the "Project"); and

WHEREAS, Pyrotecnico Fireworks, Inc. (the "Vendor") is the proposed company to be awarded the Contract; and

WHEREAS, the Vendor and the City desire to enter into that certain contract to complete the Project by adopting the terms of the proposed contract with Vendor in the form of the Exhibit attached hereto (the "Agreement"); and

WHEREAS, completing the Project by engaging the Vendor's services is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Commission of the City of Archer, Florida:

1. Engaging the Vendor to provide the products and services in the Agreement to complete the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Commission of the City of Archer; and
3. The Mayor of the City of Archer is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Commission of the City of Archer; and
4. In the absence of the Mayor, the Vice-Mayor of the City of Archer is the officer of the City duly designated by the City's Charter and/or Code of Ordinances to commit the City to contractual obligations as such contracts are adopted by the City Commission of the City of Archer; and
5. The Mayor of the City of Archer is authorized to execute on behalf of and bind the City to the terms

of the Agreement; and

6. The Mayor of the City of Archer is directed to execute on behalf of and bind the City to the terms of the Agreement; and
7. All prior resolutions of the City Commission of the City of Archer in conflict with this resolution are hereby repealed to the extent of such conflict; and
8. This resolution shall become effective and enforceable upon final passage by the City Commission of the City of Archer.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this 8th day of April, 2024.

BY THE MAYOR OF THE CITY OF ARCHER,  
FLORIDA

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Iris Bailey, Mayor

ATTEST, BY THE CLERK OF THE CITY COMMISSION  
OF THE CITY OF ARCHER, FLORIDA:

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Charles A. Hammond, City Manager

APPROVED AS TO FORM AND LEGALITY:

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Danielle C. Adams, City Attorney *or*  
Kiersten N. Ballou, City Attorney





# Deposit Invoice

Pyrotecnico Fireworks Inc.  
Bin : 10  
PO Box 14470  
St. Louis MO 63178-4470  
United States

**Date:** 02/15/2024

**INV#:** SO-C52875

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**Sold To:**

City of Archer, FL  
16870 SW 134th Avenue  
Archer FL 32618  
United States

Description	Amount
Fireworks Display Date: July 6, 2024	\$ 16,500.00
Pre-Show Advance Due 03/15/2024	\$ 8,350.00

We accept WIRE, ACH, and Check Payments.  
Wire Remit To:  
Busey Bank 100 W University Ave. Champaign IL 61820  
ABA: 071102568  
Account Number: 130586822088  
SWIFT/BIC Code: BUYEUS44

ACH Remit to:  
Busey Bank  
ACH Account: 130586822088  
Routing: 071102568

Check Remit to:  
Pyrotecnico Fireworks, Inc  
Bin : 10  
PO Box 14470  
St. Louis, MO 63178-4470

# **PYROTECNICO FIREWORKS, INC.**

This Fireworks Display Agreement (“Agreement”) entered into this on **February 15, 2024** by and between PYROTECNICO FIREWORKS, INC. (“Pyrotecnico”) and **City of Archer, FL** (CUSTOMER).

Pyrotecnico, for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER Fireworks Display(s) and related services (“Fireworks Display”), including the services of Pyrotecnico’s on-site representative to take charge of and perform the Fireworks Display under the supervision and direction of the CUSTOMER. The Firework Display to be given on **July 6, 2024** (the “Display Date”), weather permitting.

The offer contained in this Agreement is only valid if it is signed and returned to Pyrotecnico by **March 14, 2024** (“Expiration Date”). Pricing and availability are only guaranteed as long as Pyrotecnico receives the signed Agreement by the Expiration Date. Customer agrees to pay Pyrotecnico the sum of **\$16,500.00 (\*includes \$200.00 permit fee)** (the “Contract Price”). Pyrotecnico will invoice CUSTOMER a deposit of **\$8,350.00** is due **March 15, 2024** and the final balance shall be due **Net 10** from the Display Date. A service fee of 1 ½% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney’s fees and court costs incurred by Pyrotecnico for any amount due under this Agreement.

Pyrotecnico and CUSTOMER agree that should inclement weather prevent the performance of the Fireworks Display on the Display Date, the parties shall agree to a mutually convenient alternate date, within three (3) months of the Display Date. If the show is rescheduled prior to Pyrotecnico’s truck leaving the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$2,645.00** for additional expenses in presenting the Fireworks Display on an alternate date. If the show is rescheduled after Pyrotecnico’s truck leaves the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$6,720.00** for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Pyrotecnico. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, Pyrotecnico shall be entitled to **\$8,350.00**.

Pyrotecnico agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in the Contract Price.

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of **600 FEET** at all points from the discharge area, as reflected in the attached site plan, and that this discharge area shall not have any unauthorized personnel or vehicles; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate police protection to prevent spectators from entering display area; (e) Search of the fallout area at first light following a nighttime display; and (f) Provide credit as “Fireworks by Pyrotecnico” in all advertising and marketing materials.

Pyrotecnico will maintain general liability, property damage, transportation and workers compensation insurance. All those entities/individuals who are listed on the certificate of insurance, provided by Pyrotecnico, will be deemed to be an additional insured on such policy. This insurance coverage specifically does not include coverage for any independent acts of negligence of any additional insured.

CUSTOMER shall indemnify, defend and hold harmless Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable attorneys’ fees) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the negligence or willful misconduct of CUSTOMER or its employees, agents, contractors or representatives, (b) the failure of CUSTOMER to comply with its obligations under this Agreement, or (c) any claims or actions arising out of Pyrotecnico’s use of the show site. This Agreement contains the entire agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated in writing, executed by the Party against which enforcement is asserted. The parties hereto do mutually and severally guarantee terms, conditions, and obligations under this Agreement to be binding upon the parties, themselves, their successors and assigns.

**PYROTECNICO :**

**CUSTOMER:**

By (sign): \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: **PO Box 149**  
**New Castle PA 16103**  
Phone: **(724) 652-9555**  
Email: **contracts@pyrotecnico.com**

By (sign) : \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email : \_\_\_\_\_

Customer Initials: \_\_\_\_\_



**CONTACT/INSURANCE INFORMATION FORM**

**You must return this form with your signed Agreement for the Certificate of Insurance to be issued, and for the permit application to be completed and submitted. If information isn't applicable, please state such by indicating "N/A".**

Customer Name (Entity Contracting Pyrotecnico): \_\_\_\_\_

Primary Point of Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Accounts Payable Email: \_\_\_\_\_

Date(s) of Show: \_\_\_\_\_ Display Start Time(s): \_\_\_\_\_

Rain/Postponed Date(s): \_\_\_\_\_

Day-of-Show Contact Name: \_\_\_\_\_

Day-of-Show Mobile Phone Number: \_\_\_\_\_

Day-of-Show Email: \_\_\_\_\_

Display Site Location(s) and  
Address(es): \_\_\_\_\_

If Pyrotecnico has produced a show at this site, has the geography changed (i.e. new structures, new terrain, etc.)? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Additionally Insured – If Applicable:

\_\_\_\_\_  
\_\_\_\_\_





# CITY OF ARCHER

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## VII. New Business

**Agenda Item 1:** Ordinance Number 01-2024, Exempting Residents of Multifamily Residences and Community Residence Homes from Mandatory City Solid Waste Collection Service (first reading)

**Staff Recommendation:** Discussion and Approve Ordinance Number 01-2024.  
The City will lose 30 solid waste accounts, \$785.40 monthly, \$9,424.80 yearly.

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

1 CITY OF ARCHER, FLORIDA  
2 ORDINANCE NUMBER 01-2024

3 AN ORDINANCE RELATED TO EXEMPTING RESIDENTS OF  
4 MULTIFAMILY RESIDENCES AND COMMUNITY RESIDENCE  
5 HOMES FROM MANDATORY CITY SOLID WASTE  
6 COLLECTION SERVICES IN THE EVENT THE MULTIFAMILY  
7 RESIDENCE OR COMMUNITY RESIDENCE HOME  
8 CONTRACTS DIRECTLY WITH THE SOLID WASTE  
9 PROVIDER FOR DUMPSTER SERVICES; PROVIDING  
10 DIRECTION FOR THE CODIFICATION OF THIS ORDINANCE;  
11 REPEALING ALL ORDINANCES AND RESOLUTIONS IN  
12 CONFLICT; PROVIDING FOR SEVERABILITY; AND  
13 PROVIDING FOR AN EFFECTIVE DATE

14 WHEREAS, the City of Archer (the “City”) recognizes that multifamily residences and/or  
15 community residential homes may contract directly with a solid waste provider for dumpster  
16 services; and

17 WHEREAS, the City recently became aware that multifamily residences and/or community  
18 residential homes charge residents of those dwellings a fee for that service; and

19 WHEREAS, Chapter 24, Article II, Section 24-27 of the Archer Code of Ordinances requires  
20 mandatory collection and service fees be assessed against the residents of the City of Archer  
21 regardless of the dwelling in which they reside; and

22 WHEREAS, Chapter 24, Article II, Section 24-28 of the Archer Code of Ordinances does not  
23 currently provide an exemption for individuals residing in multifamily residences and/or  
24 community residential homes from the mandatory collection and service fees associated with  
25 solid waste services; and

26 WHEREAS, the City Commission, being fully advised of the facts and circumstances, hereby  
27 finds and determines that the following amendment to Section 24-28 of the City of Archer Code  
28 of Ordinances is in the best interest of the residents of the City of Archer, Florida:

29 NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY  
30 OF ARCHER, FLORIDA:

31 SECTION 1. CHAPTER 24, ARTICLE II, SECTION 24-28 OF THE CODE OF  
32 ORDINANCES OF THE CITY OF ARCHER IS AMENDED AS FOLLOWS:

33 Sec. 24-28. Exception to mandatory city collection service.

34 The owner of a parcel of land that is connected to the municipal waterworks system, which  
35 is used for the sole purpose of irrigating noncommercial agriculture, shall be exempt from the  
36 mandatory collection service.

37 Individuals residing in a community residential home or a multifamily residence that  
38 provides dumpster services shall be exempt from the mandatory collection service.

39 **SECTION 2. CODIFICATION**

40 It is the intention of the City Commission of the City of Archer that the provisions of this  
41 Ordinance shall become and be made part of the Code of Ordinances of the City of Archer,  
42 Florida. The Sections of this Ordinance may be renumbered, re-lettered and the word  
43 “Ordinance” may be changed to “Section”, “Article” or such other word or phrase in order to  
44 accomplish such intention. The correction of typographical errors which do not affect the intent  
45 or substance of the ordinance may be authorized by the City Manager or the City Manager’s  
46 designee without public hearing, by filing a corrected or re-codified copy of the same with the  
47 City.

48 **SECTION 3. REPEAL OF ORDINANCES IN CONFLICT**

49 All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent they  
50 conflict with this Ordinance, repealed.

51 **SECTION 4. PROVIDING FOR SEVERABILITY**

52 It is the declared intent of the Archer City Commission that, if any section, sentence, clause,  
53 phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional,  
54 void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity  
55 or unconstitutionality shall not affect the remaining provisions of this Ordinance and the  
56 remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be  
57 valid.

58 **SECTION 5. EFFECTIVE DATE**

59 This Ordinance shall be effective immediately upon passage.

60 **APPROVED, UPON THE FIRST READING,** by the City Commission of the City  
61 of Archer at a regular meeting, on the \_\_\_\_ day of \_\_\_\_\_, 2024.

62 **PUBLICLY NOTICED,** in a newspaper of general circulation in the City of Archer,  
63 Florida, by the City Clerk of the City of Archer, Florida on the \_\_\_\_ day of  
64 \_\_\_\_\_, 2024.

65 **APPROVED UPON THE SECOND READING, AND ADOPTED ON FINAL**  
66 **PASSAGE,** by an affirmative vote of a majority of a quorum present of the Archer City  
67 Commission, at a regularly scheduled meeting this \_\_\_\_ day of \_\_\_\_\_, 2024.

BY THE MAYOR OF THE CITY OF  
ARCHER, FLORIDA

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Honorable Iris Bailey, Mayor

ATTEST, BY THE CITY CLERK OF THE  
CITY OF ARCHER:

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Charles A. Hammond, City Manager

APPROVED AS TO FORM AND LEGALITY:

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Kiersten N. Ballou, City Attorney





# CITY OF ARCHER

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## VII. New Business

**Agenda Item 2:** Resolution No 2024-10, Interlocal Agreement Between the City and City of Gainesville, Florida for Maintenance and Operation of Traffic Signals, School Beacons, Its Devices and Connected Vehicle Devices

**Staff Recommendation:** Approve Resolution No 2024-10

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

**RESOLUTION NO 2024 - 10**  
**CITY OF ARCHER, FLORIDA**

**A RESOLUTION OF THE CITY OF ARCHER, FLORIDA APPROVING THAT CERTAIN INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE CITY OF GAINESVILLE, FLORIDA FOR MAINTENANCE AND OPERATION OF TRAFFIC SIGNALS, SCHOOL BEACONS, ITS DEVICES, AND CONNECTED VEHICLE DEVICES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 163.01, Florida Statutes, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other governmental units on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other governmental factors influencing the needs and development of local communities; and

WHEREAS, the City of Gainesville has the ability to operate and maintain traffic signals, school beacons, and other related ITS (Intelligent Transportation System) Devices in various incorporated communities in Alachua County (the "Project"); and

WHEREAS, the City of Archer is an incorporated community in Alachua County and has requested the City of Gainesville to provide these repairs and services; and

WHEREAS, the City of Gainesville and the City of Archer desire to enter into that certain contract to complete the Project by adopting the terms of the proposed contract with Vendor in the form of the Exhibit attached hereto (the "Agreement"); and

WHEREAS, completing the Project by engaging the City of Gainesville's services is in the public interest and in the interests of the City of Archer; now therefore

BE IT RESOLVED by the City Commission of the City of Archer, Florida:

1. Engaging the City of Gainesville to provide the products and services in the Interlocal Agreement to complete the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Commission of the City of Archer; and
3. The Mayor of the City of Archer is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Commission of the City of Archer; and

- 
4. In the absence of the Mayor, the Vice-Mayor of the City of Archer is the officer of the City duly designated by the City's Charter and/or Code of Ordinances to commit the City to contractual obligations as such contracts are adopted by the City Commission of the City of Archer; and
  5. The Mayor of the City of Archer is authorized to execute on behalf of and bind the City to the terms of the Agreement; and
  6. The Mayor of the City of Archer is directed to execute on behalf of and bind the City to the terms of the Agreement; and
  7. All prior resolutions of the City Commission of the City of Archer in conflict with this resolution are hereby repealed to the extent of such conflict; and
  8. This resolution shall become effective and enforceable upon final passage by the City Commission of the City of Archer.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this 8<sup>th</sup> day of April 2024.

BY THE MAYOR OF THE CITY OF ARCHER,  
FLORIDA

---

Iris Bailey, Mayor

ATTEST, BY THE CLERK OF THE CITY COMMISSION  
OF THE CITY OF ARCHER, FLORIDA:

---

Charles A. Hammond, City Manager

APPROVED AS TO FORM AND LEGALITY:

---

Danielle C. Adams, City Attorney

INTERLOCAL AGREEMENT FOR MAINTENANCE AND OPERATION OF  
TRAFFIC SIGNALS, SCHOOL BEACONS, ITS DEVICES,  
AND CONNECTED VEHICLE DEVICES

This Interlocal Agreement is entered this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the CITY OF GAINESVILLE, FLORIDA ("GAINESVILLE") and the CITY ARCHER, FLORIDA ("ARCHER").

WHEREAS, Section 163.01, Florida Statutes, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other governmental units on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities;

WHEREAS, GAINESVILLE has the ability to operate and maintain traffic signals, school beacons, and other related ITS (Intelligent Transportation System) Devices in various incorporated communities in Alachua County; and

WHEREAS ARCHER is an incorporated community in Alachua County and has requested GAINESVILLE to provide these repairs and services.

NOW, THEREFORE, GAINESVILLE and ARCHER hereby agree as follows:

**I. TERM**

This Agreement shall become effective upon execution and shall govern the rights and responsibilities of the parties for maintenance and operations of traffic signals, school beacons, ITS devices, and connected vehicle devices for the period beginning October 1, 2023 as though this Agreement had been in effect during such period. Thereafter, this Agreement shall renew for successive one-year terms until amended or terminated as provided in the Agreement.

The City Manager of GAINESVILLE and the City Manager of ARCHER shall have the authority to negotiate and execute all amendments to this Agreement.

**II. SCOPE OF SERVICES**

A. Operation and Maintenance

GAINESVILLE shall operate and maintain the Traffic Signals, School Beacons, ITS Devices and Connected Vehicle Devices in a manner that will ensure safe and efficient movement of highway traffic and that is consistent with maintenance practices

prescribed by the International Municipal Signal Association (IMSA) and operational requirements of the Manual on Uniform Traffic Control Devices (MUTCD), as amended.

**B. Preventive Maintenance**

GAINESVILLE will perform necessary preventive maintenance on the traffic signals, school beacons, ITS Devices, and Connected Vehicle Devices for ARCHER on an annual basis and submit a preventative maintenance report consistent with reporting requirements of the State of Florida Department of Transportation, Traffic Signal Maintenance and Compensation Agreement.

**C. Emergency and Extraordinary Repairs**

Upon request from the City Manager or, Public Services Director, or designee of ARCHER, the GAINESVILLE Public Works Department, Traffic Operations Division, may provide emergency and extraordinary repair service for the traffic signals, school beacons, other related ITS, and Connected Vehicle Devices within ARCHER. The GAINESVILLE Traffic Operations Manager or designee shall make determinations regarding the priority of emergency services, extraordinary repairs under this Agreement.

**D. Additional Traffic Operations Services**

Upon request from the City Manager or, Public Services Director or designee of ARCHER, the GAINESVILLE Public Works Department, Traffic Operations Division may provide additional traffic operations services on a case-by-case basis.

**E. Service Locations**

Attachment A lists the locations of traffic signals, school beacons, other related ITS , and Connected Vehicle devices that are covered in this agreement. This list has been aligned to reflect a similar format of State of Florida Department of Transportation, Traffic Signal Maintenance and Compensation Agreement, Attachment A.

Attachment A should be updated or amended annually by GAINESVILLE and ARCHER, and may be updated or amended as needed to reflect new traffic signals, school beacons, other related ITS, and Connected Vehicle Devices that may come online as development occurs.

**III. COSTS**

**A. Cost Basis Fixed Rate**

The cost for operation and maintenance is shown in Attachment B. This cost will be aligned to the State of Florida Department of Transportation, Traffic Signal Maintenance

and Compensation Agreement, Unit Compensation Rates per Intersection on the State Highway System, Attachment B.

In order to achieve efficient use of government resources and provide mutual advantage of regional traffic control, GAINESVILLE shall charge ARCHER for operation and maintenance on the basis of FDOT reimbursement rates, on the basis of published rates in the State of Florida Department of Transportation, Traffic Signal Maintenance and Compensation Agreement, Unit Compensation Rates per Intersection on the State Highway System, Attachment B, as amended annually.

B. Extraordinary and Emergency Repair.

Other costs associated with traffic signals, school beacons and other ITS Devices are not included in the fixed rate in III(A).

Performance of extraordinary or emergency repair under \$1,000 may be mutually agreed by the parties orally.

Performance of extraordinary or emergency repair work in excess of \$1,000 will require written authorization by GAINESVILLE and ARCHER with respect to scope of work and charges for the work. Upon receipt of a written request for these activities, GAINESVILLE shall provide a written estimate, including appropriate overhead charges, to ARCHER if the written estimate is over \$1,000. ARCHER shall then notify GAINESVILLE, in writing, of its approval to commence activities prior to GAINESVILLE starting any activities. ARCHER's written approval to commence work is sufficient to constitute a "written authorization" under this section. Examples of extraordinary and emergency repairs are listed in attachment C.

C. Additional and Optional Traffic Operations Services

Costs for the signalization plan reviews, pavement marking activities, street sign fabrication and installation, subject matter expert participation in public meetings or cases, traffic studies, minor construction activities, and other transportation services shall be based on the actual cost of the service. Performance of these activities will require written authorization by GAINESVILLE and ARCHER with respect to the scope of the work and charges for the work. Upon receipt of a written request for these activities, GAINESVILLE shall provide a written estimate, including appropriate overhead charges, to ARCHER. ARCHER shall then notify GAINESVILLE, in writing, of its approval to commence the activities prior to GAINESVILLE starting any activities. ARCHER'S written approval to commence work is sufficient to constitute a "written authorization" under this section.

#### **IV. PAYMENTS**

GAINESVILLE will invoice ARCHER for services rendered calculated as described in paragraph III, and ARCHER agrees to pay the invoice within 30 days from the date of invoice. Payments shall be mailed or delivered to the Office of the City of Gainesville's Finance Department, MS 47, PO Box 490, Gainesville, Florida 32602 or via EFT indicating the invoice number.

Charges for based fixed rate (III. A) will be billed semi-annually.

Charges for extraordinary and emergency repair (III. B) and additional and optional Traffic Operation services (III. C) will be billed 60 days after such services are completed.

#### **V. NOTICES**

GAINESVILLE's Traffic Operations Manager or designee shall be the representative of GAINESVILLE on all matters pertaining to this Agreement and Tony Hammond, the City Manager, will be the representative for ARCHER. Except as otherwise provided herein, any notice, acceptance, request, or approval from either party to the other shall be in writing, which includes e-mail and U.S. mail. E-mail notices shall be sent to the e-mail addresses designed below or to any other e-mail addresses designated in writing by either party as an authorized e-mail address for notifications.

GAINESVILLE'S representative and ARCHER's representative are:

GAINESVILLE:

c/o Gail L Mowry, PE, City Engineer  
Traffic Operations Manager  
Post Office Box 490 -MS 58 Gainesville, Florida 32602  
mowrygl@gainesvillefl.gov

ARCHER:

Tony Hammond, City Manager  
16870 SW 134<sup>th</sup> Avenue, Archer, Florida 32617  
thammond@cityofarcher.com

#### **VI. TERMINATION**

GAINESVILLE and ARCHER shall have the right to terminate this Agreement with or without cause upon 180 days' written notice, by certified mail, to the representatives set forth above.

## **VII. LIABILITY AND DISCLAIMER OF WARRANTY**

ARCHER shall not be liable for personal injury and property damage attributable solely to the negligent acts or negligent omissions of GAINESVILLE and its officers, employees, servants, and agents thereof while acting within the scope of their employment with GAINESVILLE. Notwithstanding the foregoing, GAINESVILLE expressly disclaims any liability for personal injury or property damage sustained by third parties arising from the GAINESVILLE'S performance or lack of performance under this Agreement.

GAINESVILLE shall not be liable for personal injury and property damage attributable solely to the negligent acts or negligent omissions of ARCHER and its officers, employees, servants, and agents thereof while acting within the scope of their employment with ARCHER.

It is specifically understood and agreed that GAINESVILLE shall have no responsibility or liability for any claims or damages incurred as a result of the failure, neglect, or omission of ARCHER to promptly notify GAINESVILLE when ARCHER receives notice or has either actual or constructive knowledge of any and all problems, complaints, defects, imperfections, malfunctions, or failings of the traffic regulation equipment, signs, or signals, or any required repairs, replacement or maintenance of the traffic regulation equipment, signs, or signals provided under the terms of the Agreement.

Further, GAINESVILLE expressly disclaims all warranties (express or implied) for the work performed pursuant to this Agreement.

## **VIII. FORCE MAJEURE**

Neither GAINESVILLE nor ARCHER shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by a Force Majeure Event and provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

A "Force Majeure Event" means the occurrence of:

- (a) an act of war, hostilities, invasion, act of foreign enemies, riot, terrorism, or civil disorder.
- (b) act of God (such as, but not limited to, fires, explosions, earthquakes, drought, hurricanes, storms, lightning, tornados, tidal waves, floods, extreme weather or environmental conditions, and other natural calamities);



(c) or another event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence.

**IX. SOVEREIGN IMMUNITY**

GAINESVILLE and ARCHER agree that nothing contained in this Agreement shall be interpreted as a waiver of GAINESVILLE or ARCHER sovereign immunity under Florida Statute 768.28.

**X. AMENDMENT**

Any change or modification to this Agreement shall be in writing and executed by both parties.

**XI. FILING OF AGREEMENT**

ARCHER, upon execution of this Agreement, shall file this Agreement and any subsequent amendments hereto, with the Clerk of the Circuit Court in the official records of Alachua County, as required by Section 163.01 (11), Florida Statutes.

**XII. ENTIRE AGREEMENT**

This Agreement constitutes the entire and exclusive agreement between the parties with reference to the project and supersedes any and all prior communications, discussions, negotiations, understanding, or agreements. This Agreement may only be changed or amended by mutual written agreement.

**XIII. SEVERABILITY AND NON-WAIVER**

If any provision of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected, but shall remain in full force and effect. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other provision, and shall not be construed as a modification of the terms of this Agreement.

**XIV. SUCCESSORS AND ASSIGNS**

Neither party shall assign its rights hereunder, nor shall it delegate any of its duties hereunder without the written consent of the other party. This Agreement shall be binding on each party hereto, its successors, assigns and legal representatives.

**XV. NO PERSONAL LIABILITY**

Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of either party, nor shall it be construed as giving any right or benefit hereunder to anyone other than ARCHER or GAINESVILLE.

**XVI. NO THIRD PARTY BENEFICIARIES**

Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

**XVII. PROJECT RECORDS**

All records relating in any manner whatsoever to the Agreement, which are in the possession of GAINESVILLE or its consultants, shall be made available to ARCHER for inspection and copying upon written request of ARCHER, and shall be kept for a period of three years after the completion of all work to be performed. Additionally, said records shall be made available, upon request by ARCHER, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records.

**XVIII. FUNDING LIMITATION**

The obligations of either party as to any funding required pursuant to this Agreement shall be limited to an obligation in any given year to budget and appropriate from legally available funds, after monies for essential city services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the parties shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the parties pursuant to this Agreement.

**XIX. DISPUTE RESOLUTION**

If the parties are unable to resolve any issue in which they may be in disagreement or in the event of default, such dispute will be resolved in accordance with Chapter 164 Florida Statutes, entitled the "Florida Governmental Conflict Resolution Act."

**XX. GOVERNING LAW AND VENUE**

This Agreement is governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County, Florida.

***Signature Page to Follow***

CITY OF ARCHER

\_\_\_\_\_  
ARCHER Clerk

By: \_\_\_\_\_  
Iris Bailey, Mayor

Date: \_\_\_\_\_

CITY OF GAINESVILLE

\_\_\_\_\_  
GAINESVILLE Clerk

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A – SERVICE LOCATIONS  
CITY OF ARCHER**

The City of Gainesville will perform emergency repairs and preventive maintenance at the following locations:

<b>Type of Installation</b>	<b>Type</b>	<b>Location</b>
Traffic Signal	IMTS	US 41/SR 27/SR 45 and SR 24 (SW Archer Rd)
School Flasher	PFB	SR 24 – Eastbound (West of SW 170 <sup>th</sup> )
School Flasher	PFB	SR 24 – Westbound (East of SW 170 <sup>th</sup> )
School Flasher	PFB	Archer Elementary (CR 241)
School Flasher	PFB	Martin Rochelle Learning Center (US 41

**ATTACHMENT B  
CITY OF ARCHER TRAFFIC ENGINEERING SERVICES  
AGREEMENT FY 2023/2024 COST DETERMINATION FOR PREVENTATIVE  
SIGNAL MAINTENANCE & ROUTINE REPAIR**

**Cost for FY 2023-2024**

**Based Fixed Rate (III. A.)**

(1) Traffic Signal (online/interconnected) at \$5,558 each	=	\$ 5,558
(4) Pedestrian flashing beacon (school flashers) at \$758 each	=	\$ 3,032
Energy and Locate rebate for Traffic Signal \$60/Month		\$ (720)
<b>Total Annual Cost</b>		<b>\$ 7,870</b>

The following table shows compensation rates for FY2023-2024

Reference: FDOT Form 750-010-24b Page 2 and 7, Revision 04/2023

Source: <https://pdl.fdot.gov/api/form/downloadAttachment/15079306>

Unit Compensation Rates per Unit on the State Highway System																	
FY	Traffic Signals (TS)	Traffic Signal - Interconnected & Monitored (TIMS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (EFD)	Speed Activated Warning Display (SAWD)	Illuminated Street Name Signs (ISNS)	Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Precise Data Detection System (PDDS)	Uninterruptible Power Supply (UPS)	Connected Automated Vehicle (CAVD)	Pedestrian Hybrid Beacon (PHB)	Arterial Dynamic Message Sign (ADMS)	Passive Pedestrian Detection (PPD)	Traffic Monitoring Camera (TMC)	In Roadway Warning Lights (IRWL)
2021																	
22	\$ 3,573	\$ 5,134	\$ 896	\$ 717	\$ 1,252	\$ 360		\$ 360	\$ 360	\$ 115	\$ 115	\$ 514					
23	\$3,670	\$5,273	\$921	\$737	\$1,286	\$370		\$370	\$370	\$119	\$119	\$527					
24	\$ 3,910	\$ 5,558	\$ 947	\$ 758	\$ 1,323	\$ 381	\$ 391	\$ 419	\$ 381	\$ 123	\$ 123	\$ 542	\$ 2,645	\$ 2,027	\$ 1,644	\$ 688	\$ 658
2024-25	Based on the Consumer Price Index (CPI), the compensation amounts will be revised																

## **ATTACHMENT C**

### **EXAMPLES OF EXTRAORDINARY AND EMERGENCY REPAIR**

The activities listed below, but not limited to those below, are defined as extraordinary repair activities requiring the use of specialized or heavy equipment that the City Traffic Operations Section may not have readily available:

- Respanning overhead span or messenger wire and supporting materials
- Rewiring overhead messenger wire
- Replacing concrete controller pads
- Reworking or repairing underground conduit and cables
- Re-installation of poles supporting traffic signal, flashing school beacon and flashing warning beacon installations
- Specification, design, ordering and purchasing of special equipment (non off-the-shelf items)
- Repainting of mast arms and poles
- Structural repairs of mast arms and poles
- Utility locates (Sunshine One-Call)

Extraordinary repair activities would also include repairs required as a result of severe weather, including but not limited to tornadoes, hurricanes, and windstorms.

The determination of whether a repair activity is extraordinary or not will be made by the Traffic Operations Manager, or designee, once all aspects of the repairs are determined.



# CITY OF ARCHER

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## VII. New Business

**Agenda Item 3:** Resolution 2024-11, Setting the Special Election Date for the City of Archer for Seats Numbers 1, 2 and 3; Designating the Election Date for the 11<sup>th</sup> Day of June 2024

**Staff Recommendation:** Approve Resolution 2024-11.  
The qualifying dates were not in the ad that ran in Alachua Today for the April 9<sup>th</sup> election.

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

## RESOLUTION 2024-11

### **A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, SETTING THE SPECIAL ELECTION DATE FOR THE CITY OF ARCHER FOR SEATS NUMBERS 1, 2, AND 3; DESIGNATING THE ELECTION FOR THE 11TH DAY OF JUNE, 2024; SETTING THE QUALIFYING PERIOD; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Article III, Section Three of the Charter of the City of Archer provides that City Commissioners shall be elected at large, but shall hold a specific seat on the City Commission; and

**WHEREAS**, Article III, Section Three further provides that elections shall be by majority vote, and in the event no candidate receives a majority for any one seat, a runoff shall be held between the two candidates receiving the largest number of votes on the Tuesday two weeks after the election; and

**WHEREAS**, Article III, Section Three of the Charter of the City of Archer provides that each Commissioner shall be elected for a term of four years; and

**WHEREAS**, Chapter 10, Article I, Section 10-2 of the City of Archer Code of Ordinances provides that any person desiring to be a candidate for any elective office shall qualify by filing out the necessary qualifying papers as provided in state statute with the City Manager between 12:00 noon of the 60th day through and until 12:00 noon of the 45th day before the election; and

**WHEREAS**, the qualifying period shall be from April 9, 2024, at 12:00 P.M. through April 24, 2024 at 12:00 P.M.

### **NOW THEREFORE BE IT RESOLVED BY THE ARCHER CITY COMMISSION THAT:**

**SECTION ONE:** Candidates may qualify to run for election to the said City Commission Seats 1, 2 and 3 by filing with the City Clerk for the City of Archer during business hours from Tuesday, April 9, 2024, through Wednesday, April 24, 2024.

**SECTION TWO:** In accordance with provisions of the Charter of the City of Archer, Florida and the general laws of the State of Florida, a Special Election is hereby called and directed to be held in the City of Archer, Florida, from 7:00 a.m. to 7:00 p.m. on Tuesday, June 11, 2024, for the purpose of filling Commission Seats 1, 2, and 3.

**SECTION THREE:** If no candidate receives a majority of the votes cast for any seat in the election on June 11, 2024, a run-off election for that seat shall be held on June 25, 2024 between the two candidates for that seat who receive the highest number of votes cast in the June 11, 2024 election.

**SECTION FOUR:** The polling site for this election will be the Archer Community Center located at 16671 SW 137<sup>th</sup> Avenue, Archer, Florida. Polls will be open between the hours of 7:00 A.M. and 7:00 P.M.

**SECTION FIVE:** If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the Resolution which can be given without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.



**SECTION SIX:** All Resolutions to the extent of conflict are hereby repealed.

**SECTION SEVEN:** This Resolution shall take effect immediately upon adoption.

**PASSED** in regular session of the City of Archer City Commission on this 8th day of April, 2024.

**CITY OF ARCHER, FLORIDA**

**ATTEST:**

---

Charles Hammond, City Manager

---

Hon. Iris Bailey, Mayor,

(Seal)

APPROVED AS TO FORM AND LEGALITY:

---

Kiersten N. Ballou, City Attorney



# CITY OF ARCHER

---

## VII. New Business

**Agenda Item 4:** Appoint One Voting Member and One Alternate Member to the Planning & Zoning Board

**Staff Recommendation:** Appoint One Voting Member and One Alternate Member

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

RECEIVED  
MAR 14 2024  
BY: DA

# CITIZEN ADVISORY BOARD/COMMITTEE APPLICATION

PLEASE RETURN TO:  
City of Archer  
16870 SW 134<sup>th</sup> Ave.  
Archer, FL 32618

*It is the citizen's responsibility to keep the information on this form current. Please call or write the city clerk to advise of any changes.  
Applications will remain in active file for 90 days.*

City of Archer  
352-495-2880

Name: Laurie Costello

Date: 3/14/23

Work Phone:

Home Phone: 262-1631

E-mail: Lmcostello@bellsouth.net

Occupation: Retired

Employer:

Work Address:

Home Address:

14235 SW 168 St Archer

Identify the Advisory Board/Committee on which you wish to serve:

1<sup>st</sup> choice: P + Z

2<sup>nd</sup> choice:

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to serve on such a board?

YES

NO

Identify any potential conflicts of interest that might occur were you to be appointed:

Are you a City resident? YES  NO

Are you a City utility customer? YES  NO

Are you a City property owner? YES  NO

Can you serve a full term of three years? YES  NO

Can you regularly attend meetings (once per month)? YES  NO

Conflicts:

Education:

SFCC

College/University attended

AA

Degree received, if applicable

Please provide biographical information about yourself (attach a resume, if available). Identify previous experience on other boards/committees' charitable/community activities; and skills or services you could contribute to this board/committee:

Archer Mayor + Commissioner  
City of Archer has a whole list of other city boards + committees I have been on.

CDBG  
sewer  
community center  
recreation  
senior center valentines day  
parade committee

References (at least one):

Name: Roberta Lopez Phone: 495-3035  
Address: P.O Box 1065 Archer

Name: Josi Garcia Phone: 443-0787  
Address: Archer

Name: Jessica McIntosh Phone: 215-2473  
Address: Archer

All statements and information provided in this application are true to the best of my knowledge.

Signature: Laurie Costello



# CITIZEN ADVISORY BOARD/COMMITTEE APPLICATION

<b>PLEASE RETURN TO:</b> <b>City of Archer</b> <b>16870 SW 134<sup>th</sup> Ave.</b> <b>Archer, FL 32618</b>	<i>It is the citizen's responsibility to keep the information on this form current. Please call or write the city clerk to advise of any changes.</i> <i>Applications will remain in active file for 90 days.</i>	<b>City of Archer</b> <b>352-495-2880</b>
Name: <u>DON HANTZSCHE</u>		Date:
Work Phone: <u>NA</u>	Home Phone: <u>605 786-9268</u>	E-mail: <u>TJWD@HOTMAIL.COM</u>
Occupation: <u>RETIRED IBM MANAGER</u>		
Employer: <u>NA</u> Work Address:		
Home Address: <u>15835 SW CR 346</u> <u>ARCHER, FL 32618</u>		
Identify the Advisory Board/Committee on which you wish to serve: <b>1<sup>st</sup> choice:</b> <u>PLANNING AND ZONING BOARD</u> <b>2<sup>nd</sup> choice:</b> <u>_____</u>		
Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to serve on such a board? YES <u>X</u> NO _____		
Identify any potential conflicts of interest that might occur were you to be appointed: <u>NONE</u>		
Are you a City resident? YES <u>X</u> NO _____ Are you a City utility customer? YES <u>X</u> NO _____ Are you a City property owner? YES <u>X</u> NO _____		
Can you serve a full term of three years? YES <u>X</u> NO _____		
Can you regularly attend meetings (once per month)? YES <u>X</u> NO _____ Conflicts:		
Education: <u>USN TECHNICAL SCHOOLS AND COMMUNITY COLLEGES IN AZ, CA AND MD.</u>		
College/University attended	Degree received, if applicable	

Please provide biographical information about yourself (attach a resume, if available). Identify previous experience on other boards/committees' charitable/community activities; and skills or services you could contribute to this board/committee:

*SUB ATTACHED*

References (at least one):

Name: *AL CLEMENTS* Phone: *352 575-8156*

Address: *2530 NW 6974 TERRACE  
GAINESVILLE, FL 32606*


Name: Phone:

Address: \_\_\_\_\_

Name: Phone:

Address: \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature:  \_\_\_\_\_

Don Hantzsche  
15835 SW CR 346  
Archer, Florida 32618  
[tlwdah@gmail.com](mailto:tlwdah@gmail.com)  
605 786-4268

I would like to apply for the open position on the Planning and Zoning Board. I am very excited to become an active member of our city.

I am an energetic, committed and detailed oriented individual and look forward to teaming with the other Planning and Zoning board members to serve the Mayor, the commissioners, city staff and all the citizens of Archer.

Let me tell you about myself, my wife (Georgia) and I moved to July 2020. We previously resided in Summerset, South Dakota. I retired in 2014 from IBM after a career of over 32 years where I held positions as a Field Engineer, Field Service Manager, Project Manager, Program Manager, Service Planning Manager, Hardware and Software Support Center Manager, Data Center Outsourcing Services manager, Outsourcing Services Middle manager and Software Development manager.

I served On the City of Summersets Planning and zoning board and Worked Under the Police Chief as the Code Enforcement Officer. During that Time I did a thorough review of all the ordinances that fell under code enforcement resulting in many updates to them.

In the early 80's I served on a land owners association board as a member of the architectural committee and as the Secretary. Committee responsibilities included reviewing / approving proposed building plans to ensure they fit the architecture of the community and adhered to the covenants. I have done multiple home improvement projects over the year which required me to research County and City ordinances and codes.

MELANIE TORNO,  
MAYOR

COMMISSION:  
DAVID BUTLER  
MICHAEL KITZMILLER  
STEPHANIE WHITE  
CLYDE HIRSCH

CITY OF  
**SUMMERSET**



CITY HALL  
7055 LEISURE LANE  
SUMMERSET, SD 57718

TEL: 605.718.9858  
FAX: 605.718.9883

WWW.SUMMERSET.US

March 12, 2024

To whom it may concern:

Don Hantzsche was a member of City of Summerset Planning and Zoning Board from February 2018 through November 2019.

Don Hantzsche was also our code enforcement officer for the City of Summerset from January 2019 through October 2019.

If you have any questions, please feel free to reach out.

Thanks,

Stephany Baumeister, City Finance Officer



January 12, 2018

City of Archer  
Mayor Iris Bailey  
16870 SW 134<sup>th</sup> Avenue  
Archer, Florida 32618

Mayor Iris Bailey,

I would like to apply for the open position on the Planning and Zoning Board. I am very excited to become an active member of our city.

I am an energetic, committed and detailed oriented individual and look forward to teaming with the other Planning and Zoning board members to serve you the commissioners, city staff and all the citizens of Archer.

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In the early 80's I served on a land owners association board as a member of the architectural committee and as the Secretary. Committee responsibilities included reviewing / approving proposed building plans to ensure they fit the architecture of the community and adhered to the covenants. I have done multiple home improvement projects over the year which required me to research County and City codes.

Sincerely,

Don



Don Hantzsche  
15835 SW CR 346  
Archer, Florida 32618  
605-786-4268  
tlwdah@gmail.com



# CITY OF ARCHER

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## VII. New Business

**Agenda Item 5:** Authorize the City Attorney's Office to File Suit on three Code Cases, 12679 SW 167<sup>th</sup> Drive, 13011 SW 176<sup>th</sup> Street, 14160 SW 167<sup>th</sup> Street.

**Staff Recommendation:** Authorize the City Attorney's Office to File Suit on Three Code Cases

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

CITY OF ARCHER, FLORIDA  
CODE ENFORCEMENT BOARD

CITY OF ARCHER, FLORIDA

**Petitioner,**

Case No. 21-11

vs.

NED ROBINSON HEIRS  
401 SW 67<sup>th</sup> Terrace #B  
Gainesville, Florida 32607

**Respondent.**

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**ORDER UPON CODE ENFORCEMENT HEARING**  
**FOR THE CITY OF ARCHER, FLORIDA**

**THIS CAUSE** came upon to be heard upon the Notice of Code Violation of the City of Archer Code of Ordinances and Land Development Regulations. The City of Archer's Code Enforcement Board met on April 21, 2021 after due notice regarding Code violations at the property located at 12679 SW 167<sup>th</sup> Drive, Archer, Florida 32618, Parcel Number 04702-001-007, and after due Notice of Hearing delivered to the Respondent. The Code Enforcement Board having heard testimony under oath and receiving evidence, promulgated the following Findings of Fact, Conclusion of Law and Order as follows:

1. The property owner, NED ROBINSON HEIRS, was provided due notice of the proceedings. The Respondent did not appear at the Code Enforcement Board Hearing held on April 21, 2021.
2. The City of Archer Notice of Code Violation stated that an inspection of the subject property on January 19, 2021 and March 11, 2021 indicated that the owner had violated the City's Code as follows:
  - a. Chapter 12, Article III, Nuisances, Section 12-113(1) through (4) of the Archer Code of Ordinances which prohibits excessive growth of vegetation and buildings or structures which are dilapidated and unfit for habitation.
3. The Notice of Code Violation provided that required corrective action by March 2, 2021.
4. The Code Enforcement Officer testified that the Respondent failed to complete the following by March 2, 2021:
  - a. Clean up and remove excessive vegetation in excess of 12 inches or more, remove trash and debris from property
  - b. Remove unfit structure from property or bring up to code
  - c. Repair or replace fencing

The Code Enforcement Officer presented photographs taken on April 20, 2021 depicting the violations on the Property and provided testimony that the property was still not in compliance as of April 20, 2021. Accordingly, the Respondent remains in non-compliance with the above state code.

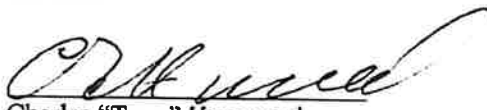
**NOW THEREFORE IT IS ORDERED AND ADJUDGED**, as follows:

- A. The Respondent is hereby found to be non-compliant with the City of Archer Code as stated above.
- B. The Respondent shall have ten (10) days to do the following:
1. Cleanup and remove all vegetation from the property over 12 inches high and retain shrubs, trees and bushes utilized as natural landscaping and remove trash and debris from property.
  2. Remove unfit structure from property or bring up to code.
  3. Repair or replace fencing.
- C. If the Respondent fails to remove all excessive growth, remove trash and debris, remove unfit structure from property or bring up to code, and repair or replace fencing within ten (10) days, the Respondent will be charged a fine of \$100.00 per day until the Respondent comes into compliance, and in the event of non-compliance, this Order shall act as a lien on the following described real property:


**YULEE PLACE PB A-7 ½ COM AT SW COR 9-11-18 E 141.47 FT N 55 DEG 09 MIN 29 SEC W 60 FT TO POB CONTINUE N 55 DEG W 96 FT N 60 FT E 128.47 FT S 46 DEG DEG W 125.51 FT TO POB OR 1015/0913 & OR 2618/0059**

**DONE AND ORDERED** at the City of Archer, Florida on this 28th day of April 2021.

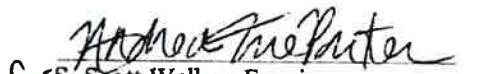
ATTEST:

  
Charles "Tony" Hammond  
Code Inspector

CODE ENFORCEMENT BOARD  
CITY OF ARCHER, FLORIDA

  
Keith Walker  
Chairman, Code Enforcement Board

Approved as to form and correctness:

  
for S. Scott Walker, Esquire  
Counsel for Code Enforcement Board

**CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that a copy of this document was furnished to NED ROBINSON HEIRS Respondent, via certified mail at 401 SW 67<sup>th</sup> Terrace #B, Gainesville, Florida 32607 and posted at City Hall and the property located at 12679 SW 167th Drive, Archer, Florida 32618, Parcel Number 04702-001-007 on this 28<sup>th</sup> day of April 2021.

CODE ENFORCEMENT SPECIAL MAGISTRATE  
THE CITY OF ARCHER FLORIDA  
CASE NO: 23-01

CITY OF ARCHER  
BOARD OF CITY COMMISSIONERS/  
CODE ENFORCEMENT  
Petitioner,

vs.

DOROTHY BRADSHAW  
Respondent.

<b>E-RECORDED</b>	
County: <u>Alachua</u>	
Date: <u>1/23/2023</u> Time: <u>1:30 PM</u>	
Instrument Number: <u>3468579</u>	
Official Records Book <u>5065</u> Page <u>1351</u>	

**ORDER ON CODE ENFORCEMENT VIOLATION**

This matter came before the Special Magistrate for Code Enforcement for the City of Archer Florida on January 5, 2023 for a hearing on alleged violations of the Code of Ordinances City of Archer, Florida. The City of Archer Board of City Commissioners / Code Enforcement (hereinafter Petitioner) was represented by County Attorney Clay Martin. Dorothy Bradshaw, (hereinafter Respondent) was not present and not represented by Counsel. The Special Magistrate heard testimony, reviewed evidence, and heard the argument of counsel. Having considered same, the Special Magistrate makes the following findings of fact:

1. The Special Magistrate has jurisdiction over this matter pursuant to Part II, Chapter 2, Article V, Section 2-131 as amended by Ordinance 11-2022, which appoints the position of Special Magistrate to hear and issue Orders related to violations of codes or ordinances enacted by Petitioner.
2. The Respondent's real property is located in within the City of Archer, Florida, at 13011 SW 176<sup>th</sup> St., Archer, FL 32618, Alachua County Parcel ID No. 05065-004-000. The Respondent's real property is therefore located within the jurisdiction of the Petitioner and subject to the codes and ordinances enacted by Petitioner.

3. The Respondent was duly Noticed by Petitioner of the alleged Code Violation on November 18, 2022, alleging violation of the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2).
4. The Respondent was duly Noticed of the Hearing scheduled for January 5, 2023.
5. Charles Hammond, Code Enforcement Officer for Petitioner, offered sworn testimony that he had visited Respondent's property on several occasions to address the alleged violations, and that Respondent refused to cure the violations. Charles Hammond offered photographic evidence of Respondent's property. These photographs were marked Exhibit A, Exhibit B and Exhibit C and entered into evidence without objection. Charles Hammond testified that the Respondent was in violation of the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2), and had been since on or before January 12, 2022.
6. The photographic evidence presented clearly showed that the Respondent was in violation of the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113 (2).

The Special Magistrate, having found the foregoing to be factual, hereby

ORDERS:

1. The Respondent is in violation of the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2), an Ordinance duly enacted by the Petitioner.
2. That the Respondent shall bring the subject property, 13011 SW 176th St., Archer, FL 32618, Alachua County Parcel ID No. 05065-004-000 into compliance with the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2) within fifteen (15) days of the date of this Order.

3. Respondent shall receive written confirmation from Petitioner that Respondent is in compliance with the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2). Written confirmation of compliance from Petitioner shall serve to successfully discharge Respondent from any further action on his/her part.
4. Respondent is fined two hundred dollars (\$200.00) per day for continued violation of the City of Archer Code of Ordinances – Chapter 12, Article III, Nuisances, Section 12-113(2) after January 27, 2023. This fine will continue daily until such time as Respondent receives written notice of compliance.
5. Petitioner may take any necessary action allowed by law to collect the fine levied herein. The fine shall attach to and become a lien on Respondent's property described herein, subject to foreclosure action by the Petitioner.
6. The Special Magistrate reserves jurisdiction over this matter to bring further enforcement actions, if necessary.

**APPEAL OF THIS ORDER MAY BE TAKEN BY FILING AN APPEAL WITH THE  
CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT COURT IN AND FOR  
ALACHUA COUNTY FLORIDA**

Dated: January 12, 2023



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Walker W. Bullock, Special Magistrate

Copies;  
Clay Martin  
Dorothy Bradshaw, P.O. Box 1147, Clear Lake, CA 95422



CODE ENFORCEMENT SPECIAL MAGISTRATE  
THE CITY OF ARCHER FLORIDA  
CASE NO: 23-08

CITY OF ARCHER  
BOARD OF CITY COMMISSIONERS/  
CODE ENFORCEMENT  
Petitioner,

vs.

ALLISON NICOLE ELLIS  
Respondent.

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RECORDED IN OFFICIAL RECORDS  
INSTRUMENT # 3489219 3 PG(S)  
5/8/2023 1:46 PM  
BOOK 5089 PAGE 1027  
J.K. JESS IRBY, ESQ.  
Clerk of the Court, Alachua County, Florida  
ERECORDED Receipt # 1144782  
Doc Stamp-Mort: \$0.00  
Doc Stamp-Deed: \$0.00  
Intang. Tax: \$0.00

**ORDER ON CODE ENFORCEMENT VIOLATION**

This matter came before the Special Magistrate for Code Enforcement for the City of Archer Florida on April 13, 2023 for a hearing on alleged violations of the Code of Ordinances City of Archer, Florida. The City of Archer Board of City Commissioners / Code Enforcement (hereinafter Petitioner) was represented by City Attorney Clay Martin. Allison Nicole Ellis (hereinafter Respondent) was not present and not represented by Counsel. The Special Magistrate heard testimony, reviewed evidence, and heard the argument of counsel. Having considered same, the Special Magistrate makes the following findings of fact:

1. The Special Magistrate has jurisdiction over this matter pursuant to Part II, Chapter 2, Article V, Section 2-131 as amended by Ordinance 11-2022, which appoints the position of Special Magistrate to hear and issue Orders related to violations of codes or ordinances enacted by Petitioner.
2. The Respondent's real property is located in within the City of Archer, Florida, at 14160 SW 167<sup>th</sup> Street Archer, FL 32618, Alachua County Parcel ID No. 04965-001-002. The Respondent's real property is therefore located within the jurisdiction of the Petitioner and subject to the codes and ordinances enacted by Petitioner.
3. The Respondent was duly Noticed by Petitioner of the alleged Code Violation on January 30, 2023, alleging violation of the City of Archer Code of Ordinances – Chapter 8, Article

III, Section 8-52. The Special Magistrate accepted as evidence the Notice of Code Violation as composite Exhibit B - 1 through 5, without objection.

4. The Respondent was duly Noticed of the Hearing scheduled for April 13, 2023. The Special Magistrate accepted as evidence the Notice of Hearing as composite Exhibit B - 6 through 7, without objection.
5. Charles Hammond, Code Enforcement Officer for Petitioner, offered sworn testimony that he had visited Respondent's property on several occasions to address the alleged violations, and that Respondent failed to cure the violations. Charles Hammond testified that the water utilities to the subject property had been disconnected and the property had no well, but was still inhabited. Charles Hammond testified that the Respondent was in violation of the City of Archer Code of Ordinances – Chapter 8, Article III, Section 8-52, and had been since on or before October 26, 2022.
6. The testimony of Charles Hammond clearly indicated that the Respondent was in violation of the City of Archer Code of Ordinances Chapter 8, Article III, Section 8-52 by failing to have running potable water.

The Special Magistrate, having found the foregoing to be factual, hereby

**ORDERS:**

1. The Respondent is in violation of the City of Archer Code of Ordinances – Chapter 8, Article III, Section 8-52, an Ordinance duly enacted by the Petitioner by failing to have running potable water.
2. That the Respondent shall bring the subject property 14160 SW 167<sup>th</sup> Street Archer, FL 32618, Alachua County Parcel ID No. 04965-001-002, into compliance with the City of Archer Code of Ordinances – Chapter 8, Article III, Section 8-52 within fifteen (15) days of the date of this Order.

3. Respondent shall receive written confirmation from Petitioner that Respondent is in compliance with the City of Archer Code of Ordinances – Chapter 8, Article III, Section 8-52. Written confirmation of compliance from Petitioner shall serve to successfully discharge Respondent from any further action on his/her part.
4. Respondent is fined two hundred dollars (\$200.00) per day for continued violation of the City of Archer Code of Ordinances – Chapter 8, Article III, Section 8-52 after May 11, 2023. This fine will continue daily until such time as Respondent receives written notice of compliance.
5. Petitioner may take any necessary action allowed by law to collect the fine levied herein. The fine shall attach to and become a lien on Respondent's property described herein, subject to foreclosure action by the Petitioner.
6. The Special Magistrate reserves jurisdiction over this matter to bring further enforcement actions, if necessary.

**APPEAL OF THIS ORDER MAY BE TAKEN BY FILING AN APPEAL WITH THE  
CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT COURT IN AND FOR  
ALACHUA COUNTY FLORIDA**

Dated: April 26, 2023



Walker W. Bullock, Special Magistrate

Copies;  
Clay Martin  
Allison Nicole Ellis 14160 SW 167<sup>th</sup> Street, Archer, FL 32618



# CITY OF ARCHER

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## VII. New Business

### Agenda Item 6: Charter Amendments Discussion

**Staff Recommendation:** Commissioner White would like to discuss Charter Amendments to the 15 day election qualifying period, newspaper advertisements, strong Mayor, etc.

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



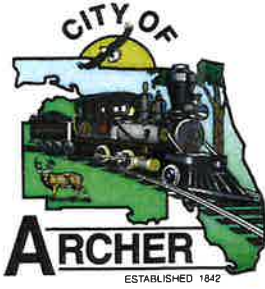
# CITY OF ARCHER

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## **VIII. Reports, Correspondence, Communications:**

**Agenda Item 1:** Letter to Governor Ron DeSantis

**Commissioner Action:** None required



# CITY OF ARCHER

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**Mayor:** Iris Bailey  
**Vice-Mayor:** Kathy Penny

**Commissioners**

Fletcher Hope

Joan White

Marilyn Green

**City Manager**

Charles A. "Tony" Hammond

April 1, 2024

GovernorRon.Desantis@eog.myflorida.com  
The Honorable Ron DeSantis, Governor  
Executive Office of Governor  
State of Florida  
400 S. Monroe Street  
Tallahassee, FL 32399-0001

Dear Governor DeSantis:

This letter is being sent as a request to include in your budget the design phase of the conversion of State Road 24 (Archer Road) from SW 75th Street (Tower Road) to SW 122nd St (Parker Road) in Alachua County from a rural 2-lane undivided section to a 4-lane divided roadway. The project is included in the legislatively approved budget (HF 3721/SF 3711) with a cost of \$2,250,000. With a complete design in hand Alachua County, or the Florida Department of Transportation, would stand on solid ground in applying for a construction grant from any number of Federal transportation grants.

The importance of this project can be seen from the recent impacts of Hurricane Idalia. State Road 24 serves a primary arterial between the coastal areas of Levy County and the largest nearby hub for commerce, the Gainesville Urbanized area. Alachua County offers a large number of hotels, a range of restaurants and shopping, and direct access to I-75. This section of State Road 24 is the logical first step in extending a four-lane section towards the Gulf Coast from Gainesville to be better prepared to get residents inland to services to support them.

This project is currently included in the Gainesville Metropolitan Transportation Planning Organization's adopted Long Range Transportation Plan Cost Feasible Plan. The project is also included in Alachua County's Comprehensive Plan and is included in the basis of the County's adopted Mobility Fee program. In addition to the regional benefits gained from this project, transportation capacity within the County will be increased even for non-emergency operations providing for a more efficient network that benefits residents of Alachua County as well as those of Levy County and beyond.

**16870 SW 134<sup>TH</sup> AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039**  
**Tel: (352)495-2880 Fax (352)495-2445**

The City of Archer City Commissioners appreciates your consideration of this matter and welcomes continued exploration and discussion.

Sincerely,

A handwritten signature in blue ink, appearing to read "Iris Bailey", with a long, sweeping flourish extending to the right.

Iris Bailey, Mayor

**16870 SW 134<sup>TH</sup> AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039**  
Tel: (352)495-2880 Fax (352)495-2445

**FOLDS WALKER, LLC**  
ATTORNEYS AT LAW

---

ALLISON E. FOLDS†  
S. SCOTT WALKER†

L. ALISON WALKER  
NORMAN BLEDSOE  
A. DEREK FOLDS  
KIERSTEN N. BALLOU  
DANIELLE C. ADAMS

CLAY MARTIN, *Of Counsel*  
SCOTT L. WHITAKER, *Senior Counsel*

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GAINESVILLE, FL 32601  
TELEPHONE (352) 372-1282  
FACSIMILE (352) 375-9960  
WWW.FOLDSWALKER.COM

† Certified Family and Circuit Civil Mediator

March 13, 2024

Mayor Bailey and City Commissioners  
City of Archer  
16870 SW 134<sup>th</sup> Avenue  
Archer, Florida 32618

**SENT VIA ELECTRONIC MAIL TO DALLTOP@CITYOFARCHER.COM**

**RE: Legislative Update**

Dear Mayor Bailey and City Commissioners,

I hope this letter finds you well. I am writing to bring to your attention a statutory requirement that has a deadline for compliance on January 1, 2025, that is set to impact the City of Archer.

Section 282.3185 of the Florida Statutes is known as the Local Government Cybersecurity Act. Section 4(c) provides that each municipality with a population of less than 25,000 must adopt the cybersecurity standards contained in that section by January 1, 2025.

I have reviewed what other municipalities in the state are doing to comply with this requirement and have found that those who have adopted regulations in compliance with the statute (e.g. City of Tamarac, City of Belleview) are adopting Version 1.1 of the Framework for Improving Critical Infrastructure Cybersecurity, promulgated by the National Institute of Standards and Technology, as it provides standards that are consistent with generally accepted best practices for cybersecurity.

Please review the attached statute and Version 1.1 of the Framework for Improving Critical Infrastructure Cybersecurity, promulgated by the National Institute of Standards and Technology.



*Letter to Mayor Bailey and City Commissioners*  
*March 13, 2024*  
*Page 2 of 2*

If it is the will of the Commission, we would like to bring forth a resolution adopting these standards, or another set of standards as approved by the Commission, in order to comply with the statute in advance of January 1, 2025. Do not hesitate to reach out to our office should you have any questions pertaining to this statute.

Yours very truly,

*FOLDS WALKER, LLC*

  
*Danielle C. Adams*

*/ksj*  
*Enclosures: as stated*

Select Year: 2023 

## The 2023 Florida Statutes (including Special Session C)

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[Title XIX](#)

PUBLIC BUSINESS

[Chapter 282](#)

COMMUNICATIONS AND DATA PROCESSING

[View Entire Chapter](#)**282.3185 Local government cybersecurity.—**

(1) **SHORT TITLE.**—This section may be cited as the “Local Government Cybersecurity Act.”

(2) **DEFINITION.**—As used in this section, the term “local government” means any county or municipality.

(3) **CYBERSECURITY TRAINING.**—

(a) The Florida Digital Service shall:

1. Develop a basic cybersecurity training curriculum for local government employees. All local government employees with access to the local government’s network must complete the basic cybersecurity training within 30 days after commencing employment and annually thereafter.

2. Develop an advanced cybersecurity training curriculum for local governments which is consistent with the cybersecurity training required under s. [282.318\(3\)\(g\)](#). All local government technology professionals and employees with access to highly sensitive information must complete the advanced cybersecurity training within 30 days after commencing employment and annually thereafter.

(b) The Florida Digital Service may provide the cybersecurity training required by this subsection in collaboration with the Cybercrime Office of the Department of Law Enforcement, a private sector entity, or an institution of the State University System.

(4) **CYBERSECURITY STANDARDS.**—

(a) Each local government shall adopt cybersecurity standards that safeguard its data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The cybersecurity standards must be consistent with generally accepted best practices for cybersecurity, including the National Institute of Standards and Technology Cybersecurity Framework.

(b) Each county with a population of 75,000 or more must adopt the cybersecurity standards required by this subsection by January 1, 2024. Each county with a population of less than 75,000 must adopt the cybersecurity standards required by this subsection by January 1, 2025.

(c) Each municipality with a population of 25,000 or more must adopt the cybersecurity standards required by this subsection by January 1, 2024. Each municipality with a population of less than 25,000 must adopt the cybersecurity standards required by this subsection by January 1, 2025.

(d) Each local government shall notify the Florida Digital Service of its compliance with this subsection as soon as possible.

(5) **INCIDENT NOTIFICATION.**—

(a) A local government shall provide notification of a cybersecurity incident or ransomware incident to the Cybersecurity Operations Center, Cybercrime Office of the Department of Law Enforcement, and sheriff who has jurisdiction over the local government in accordance with paragraph (b). The notification must include, at a minimum, the following information:

1. A summary of the facts surrounding the cybersecurity incident or ransomware incident.

2. The date on which the local government most recently backed up its data; the physical location of the backup, if the backup was affected; and if the backup was created using cloud computing.

3. The types of data compromised by the cybersecurity incident or ransomware incident.

4. The estimated fiscal impact of the cybersecurity incident or ransomware incident.

5. In the case of a ransomware incident, the details of the ransom demanded.

6. A statement requesting or declining assistance from the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, or the sheriff who has jurisdiction over the local government.

(b)1. A local government shall report all ransomware incidents and any cybersecurity incident determined by the local government to be of severity level 3, 4, or 5 as provided in s. 282.318(3)(c) to the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, and the sheriff who has jurisdiction over the local government as soon as possible but no later than 48 hours after discovery of the cybersecurity incident and no later than 12 hours after discovery of the ransomware incident. The report must contain the information required in paragraph (a).

2. The Cybersecurity Operations Center shall notify the President of the Senate and the Speaker of the House of Representatives of any severity level 3, 4, or 5 incident as soon as possible but no later than 12 hours after receiving a local government's incident report. The notification must include a high-level description of the incident and the likely effects.

(c) A local government may report a cybersecurity incident determined by the local government to be of severity level 1 or 2 as provided in s. 282.318(3)(c) to the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, and the sheriff who has jurisdiction over the local government. The report shall contain the information required in paragraph (a).

(d) The Cybersecurity Operations Center shall provide a consolidated incident report on a quarterly basis to the President of the Senate, the Speaker of the House of Representatives, and the Florida Cybersecurity Advisory Council. The report provided to the Florida Cybersecurity Advisory Council may not contain the name of any local government, network information, or system identifying information but must contain sufficient relevant information to allow the Florida Cybersecurity Advisory Council to fulfill its responsibilities as required in s. 282.319(9).

(6) **AFTER-ACTION REPORT.**—A local government must submit to the Florida Digital Service, within 1 week after the remediation of a cybersecurity incident or ransomware incident, an after-action report that summarizes the incident, the incident's resolution, and any insights gained as a result of the incident. By December 1, 2022, the Florida Digital Service shall establish guidelines and processes for submitting an after-action report.

**History.**—s. 3, ch. 2022-220.

# Framework for Improving Critical Infrastructure Cybersecurity

Version 1.1

National Institute of Standards and Technology

April 16, 2018

## Note to Readers on the Update

Version 1.1 of this Cybersecurity Framework refines, clarifies, and enhances Version 1.0, which was issued in February 2014. It incorporates comments received on the two drafts of Version 1.1.

Version 1.1 is intended to be implemented by first-time and current Framework users. Current users should be able to implement Version 1.1 with minimal or no disruption; compatibility with Version 1.0 has been an explicit objective.

The following table summarizes the changes made between Version 1.0 and Version 1.1.

Table NTR-1 - Summary of changes between Framework Version 1.0 and Version 1.1.

Update	Description of Update
Clarified that terms like “compliance” can be confusing and mean something very different to various Framework stakeholders	Added clarity that the Framework has utility as a structure and language for organizing and expressing compliance with an organization’s own cybersecurity requirements. However, the variety of ways in which the Framework can be used by an organization means that phrases like “compliance with the Framework” can be confusing.
A new section on self-assessment	Added Section 4.0 <i>Self-Assessing Cybersecurity Risk with the Framework</i> to explain how the Framework can be used by organizations to understand and assess their cybersecurity risk, including the use of measurements.
Greatly expanded explanation of using Framework for Cyber Supply Chain Risk Management purposes	An expanded Section 3.3 <i>Communicating Cybersecurity Requirements with Stakeholders</i> helps users better understand Cyber Supply Chain Risk Management (SCRM), while a new Section 3.4 <i>Buying Decisions</i> highlights use of the Framework in understanding risk associated with commercial off-the-shelf products and services. Additional Cyber SCRM criteria were added to the Implementation Tiers. Finally, a Supply Chain Risk Management Category, including multiple Subcategories, has been added to the Framework Core.
Refinements to better account for authentication, authorization, and identity proofing	The language of the Access Control Category has been refined to better account for authentication, authorization, and identity proofing. This included adding one Subcategory each for Authentication and Identity Proofing. Also, the Category has been renamed to Identity Management and Access Control (PR.AC) to better represent the scope of the Category and corresponding Subcategories.
Better explanation of the relationship between Implementation Tiers and Profiles	Added language to Section 3.2 <i>Establishing or Improving a Cybersecurity Program</i> on using Framework Tiers in Framework implementation. Added language to Framework Tiers to reflect integration of Framework considerations within organizational risk management programs. The Framework Tier concepts were also refined. Updated Figure 2.0 to include actions from the Framework Tiers.

Consideration of Coordinated Vulnerability Disclosure	A Subcategory related to the vulnerability disclosure lifecycle was added.
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As with Version 1.0, Version 1.1 users are encouraged to customize the Framework to maximize individual organizational value.

## Acknowledgements

This publication is the result of an ongoing collaborative effort involving industry, academia, and government. The National Institute of Standards and Technology (NIST) launched the project by convening private- and public-sector organizations and individuals in 2013. Published in 2014 and revised during 2017 and 2018, this *Framework for Improving Critical Infrastructure Cybersecurity* has relied upon eight public workshops, multiple Requests for Comment or Information, and thousands of direct interactions with stakeholders from across all sectors of the United States along with many sectors from around the world.

The impetus to change Version 1.0 and the changes that appear in this Version 1.1 were based on:

- Feedback and frequently asked questions to NIST since release of Framework Version 1.0;
- [105 responses](#) to the December 2015 request for information (RFI), [Views on the Framework for Improving Critical Infrastructure Cybersecurity](#);
- Over [85 comments](#) on a December 5, 2017 proposed [second draft of Version 1.1](#);
- Over [120 comments](#) on a January 10, 2017, proposed [first draft Version 1.1](#); and
- Input from over 1,200 attendees at the [2016](#) and [2017](#) Framework workshops.

In addition, NIST previously released Version 1.0 of the Cybersecurity Framework with a companion document, [NIST Roadmap for Improving Critical Infrastructure Cybersecurity](#). This Roadmap highlighted key “areas of improvement” for further development, alignment, and collaboration. Through private and public-sector efforts, some areas of improvement have advanced enough to be included in this Framework Version 1.1.

NIST acknowledges and thanks all of those who have contributed to this Framework.

## Executive Summary

The United States depends on the reliable functioning of critical infrastructure. Cybersecurity threats exploit the increased complexity and connectivity of critical infrastructure systems, placing the Nation's security, economy, and public safety and health at risk. Similar to financial and reputational risks, cybersecurity risk affects a company's bottom line. It can drive up costs and affect revenue. It can harm an organization's ability to innovate and to gain and maintain customers. Cybersecurity can be an important and amplifying component of an organization's overall risk management.

To better address these risks, the Cybersecurity Enhancement Act of 2014<sup>1</sup> (CEA) updated the role of the National Institute of Standards and Technology (NIST) to include identifying and developing cybersecurity risk frameworks for voluntary use by critical infrastructure owners and operators. Through CEA, NIST must identify "a prioritized, flexible, repeatable, performance-based, and cost-effective approach, including information security measures and controls that may be voluntarily adopted by owners and operators of critical infrastructure to help them identify, assess, and manage cyber risks." This formalized NIST's previous work developing Framework Version 1.0 under Executive Order (EO) 13636, "Improving Critical Infrastructure Cybersecurity" (February 2013), and provided guidance for future Framework evolution. The Framework that was developed under EO 13636, and continues to evolve according to CEA, uses a common language to address and manage cybersecurity risk in a cost-effective way based on business and organizational needs without placing additional regulatory requirements on businesses.

The Framework focuses on using business drivers to guide cybersecurity activities and considering cybersecurity risks as part of the organization's risk management processes. The Framework consists of three parts: the Framework Core, the Implementation Tiers, and the Framework Profiles. The Framework Core is a set of cybersecurity activities, outcomes, and informative references that are common across sectors and critical infrastructure. Elements of the Core provide detailed guidance for developing individual organizational Profiles. Through use of Profiles, the Framework will help an organization to align and prioritize its cybersecurity activities with its business/mission requirements, risk tolerances, and resources. The Tiers provide a mechanism for organizations to view and understand the characteristics of their approach to managing cybersecurity risk, which will help in prioritizing and achieving cybersecurity objectives.

While this document was developed to improve cybersecurity risk management in critical infrastructure, the Framework can be used by organizations in any sector or community. The Framework enables organizations – regardless of size, degree of cybersecurity risk, or cybersecurity sophistication – to apply the principles and best practices of risk management to improving security and resilience.

The Framework provides a common organizing structure for multiple approaches to cybersecurity by assembling standards, guidelines, and practices that are working effectively today. Moreover, because it references globally recognized standards for cybersecurity, the

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<sup>1</sup>See 15 U.S.C. § 272(e)(1)(A)(i). The Cybersecurity Enhancement Act of 2014 (S.1353) became public law 113-274 on December 18, 2014 and may be found at: <https://www.congress.gov/bill/113th-congress/senate-bill/1353/text>.



Framework can serve as a model for international cooperation on strengthening cybersecurity in critical infrastructure as well as other sectors and communities.

The Framework offers a flexible way to address cybersecurity, including cybersecurity's effect on physical, cyber, and people dimensions. It is applicable to organizations relying on technology, whether their cybersecurity focus is primarily on information technology (IT), industrial control systems (ICS), cyber-physical systems (CPS), or connected devices more generally, including the Internet of Things (IoT). The Framework can assist organizations in addressing cybersecurity as it affects the privacy of customers, employees, and other parties. Additionally, the Framework's outcomes serve as targets for workforce development and evolution activities.

The Framework is not a one-size-fits-all approach to managing cybersecurity risk for critical infrastructure. Organizations will continue to have unique risks – different threats, different vulnerabilities, different risk tolerances. They also will vary in how they customize practices described in the Framework. Organizations can determine activities that are important to critical service delivery and can prioritize investments to maximize the impact of each dollar spent. Ultimately, the Framework is aimed at reducing and better managing cybersecurity risks.

To account for the unique cybersecurity needs of organizations, there are a wide variety of ways to use the Framework. The decision about how to apply it is left to the implementing organization. For example, one organization may choose to use the Framework Implementation Tiers to articulate envisioned risk management practices. Another organization may use the Framework's five Functions to analyze its entire risk management portfolio; that analysis may or may not rely on more detailed companion guidance, such as controls catalogs. There sometimes is discussion about "compliance" with the Framework, and the Framework has utility as a structure and language for organizing and expressing compliance with an organization's own cybersecurity requirements. Nevertheless, the variety of ways in which the Framework can be used by an organization means that phrases like "compliance with the Framework" can be confusing and mean something very different to various stakeholders.

The Framework is a living document and will continue to be updated and improved as industry provides feedback on implementation. NIST will continue coordinating with the private sector and government agencies at all levels. As the Framework is put into greater practice, additional lessons learned will be integrated into future versions. This will ensure the Framework is meeting the needs of critical infrastructure owners and operators in a dynamic and challenging environment of new threats, risks, and solutions.

Expanded and more effective use and sharing of best practices of this voluntary Framework are the next steps to improve the cybersecurity of our Nation's critical infrastructure – providing evolving guidance for individual organizations while increasing the cybersecurity posture of the Nation's critical infrastructure and the broader economy and society.

**Table of Contents**

Note to Readers on the Update ..... ii

Acknowledgements ..... iv

Executive Summary .....v

1.0 Framework Introduction ..... 1

2.0 Framework Basics.....6

3.0 How to Use the Framework ..... 13

4.0 Self-Assessing Cybersecurity Risk with the Framework.....20

Appendix A: Framework Core.....22

Appendix B: Glossary .....45

Appendix C: Acronyms .....48

**List of Figures**

Figure 1: Framework Core Structure ..... 6

Figure 2: Notional Information and Decision Flows within an Organization ..... 12

Figure 3: Cyber Supply Chain Relationships..... 17

**List of Tables**

Table 1: Function and Category Unique Identifiers ..... 23

Table 2: Framework Core ..... 24

Table 3: Framework Glossary..... 45

## 1.0 Framework Introduction

The United States depends on the reliable functioning of its critical infrastructure. Cybersecurity threats exploit the increased complexity and connectivity of critical infrastructure systems, placing the Nation's security, economy, and public safety and health at risk. Similar to financial and reputational risks, cybersecurity risk affects a company's bottom line. It can drive up costs and affect revenue. It can harm an organization's ability to innovate and to gain and maintain customers. Cybersecurity can be an important and amplifying component of an organization's overall risk management.

To strengthen the resilience of this infrastructure, the Cybersecurity Enhancement Act of 2014<sup>2</sup> (CEA) updated the role of the National Institute of Standards and Technology (NIST) to "facilitate and support the development of" cybersecurity risk frameworks. Through CEA, NIST must identify "a prioritized, flexible, repeatable, performance-based, and cost-effective approach, including information security measures and controls that may be voluntarily adopted by owners and operators of critical infrastructure to help them identify, assess, and manage cyber risks." This formalized NIST's previous work developing Framework Version 1.0 under Executive Order 13636, "Improving Critical Infrastructure Cybersecurity," issued in February 2013<sup>3</sup>, and provided guidance for future Framework evolution.

Critical infrastructure<sup>4</sup> is defined in the U.S. Patriot Act of 2001<sup>5</sup> as "systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters." Due to the increasing pressures from external and internal threats, organizations responsible for critical infrastructure need to have a consistent and iterative approach to identifying, assessing, and managing cybersecurity risk. This approach is necessary regardless of an organization's size, threat exposure, or cybersecurity sophistication today.

The critical infrastructure community includes public and private owners and operators, and other entities with a role in securing the Nation's infrastructure. Members of each critical infrastructure sector perform functions that are supported by the broad category of technology, including information technology (IT), industrial control systems (ICS), cyber-physical systems (CPS), and connected devices more generally, including the Internet of Things (IoT). This reliance on technology, communication, and interconnectivity has changed and expanded the potential vulnerabilities and increased potential risk to operations. For example, as technology and the data it produces and processes are increasingly used to deliver critical services and support business/mission decisions, the potential impacts of a cybersecurity incident on an

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<sup>2</sup> See 15 U.S.C. § 272(e)(1)(A)(i). The Cybersecurity Enhancement Act of 2014 (S.1353) became public law 113-274 on December 18, 2014 and may be found at: <https://www.congress.gov/bill/113th-congress/senate-bill/1353/text>.

<sup>3</sup> Executive Order no. 13636, *Improving Critical Infrastructure Cybersecurity*, DCPD-201300091, February 12, 2013. <https://www.gpo.gov/fdsys/pkg/CFR-2014-title3-vol1/pdf/CFR-2014-title3-vol1-eo13636.pdf>

<sup>4</sup> The Department of Homeland Security (DHS) Critical Infrastructure program provides a listing of the sectors and their associated critical functions and value chains. <http://www.dhs.gov/critical-infrastructure-sectors>

<sup>5</sup> See 42 U.S.C. § 5195c(e). The U.S. Patriot Act of 2001 (H.R.3162) became public law 107-56 on October 26, 2001 and may be found at: <https://www.congress.gov/bill/107th-congress/house-bill/3162>

organization, the health and safety of individuals, the environment, communities, and the broader economy and society should be considered.

To manage cybersecurity risks, a clear understanding of the organization's business drivers and security considerations specific to its use of technology is required. Because each organization's risks, priorities, and systems are unique, the tools and methods used to achieve the outcomes described by the Framework will vary.

Recognizing the role that the protection of privacy and civil liberties plays in creating greater public trust, the Framework includes a methodology to protect individual privacy and civil liberties when critical infrastructure organizations conduct cybersecurity activities. Many organizations already have processes for addressing privacy and civil liberties. The methodology is designed to complement such processes and provide guidance to facilitate privacy risk management consistent with an organization's approach to cybersecurity risk management. Integrating privacy and cybersecurity can benefit organizations by increasing customer confidence, enabling more standardized sharing of information, and simplifying operations across legal regimes.

The Framework remains effective and supports technical innovation because it is technology neutral, while also referencing a variety of existing standards, guidelines, and practices that evolve with technology. By relying on those global standards, guidelines, and practices developed, managed, and updated by industry, the tools and methods available to achieve the Framework outcomes will scale across borders, acknowledge the global nature of cybersecurity risks, and evolve with technological advances and business requirements. The use of existing and emerging standards will enable economies of scale and drive the development of effective products, services, and practices that meet identified market needs. Market competition also promotes faster diffusion of these technologies and practices and realization of many benefits by the stakeholders in these sectors.

Building from those standards, guidelines, and practices, the Framework provides a common taxonomy and mechanism for organizations to:

- 1) Describe their current cybersecurity posture;
- 2) Describe their target state for cybersecurity;
- 3) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- 4) Assess progress toward the target state;
- 5) Communicate among internal and external stakeholders about cybersecurity risk.

The Framework is not a one-size-fits-all approach to managing cybersecurity risk for critical infrastructure. Organizations will continue to have unique risks – different threats, different vulnerabilities, different risk tolerances. They also will vary in how they customize practices described in the Framework. Organizations can determine activities that are important to critical service delivery and can prioritize investments to maximize the impact of each dollar spent. Ultimately, the Framework is aimed at reducing and better managing cybersecurity risks.

To account for the unique cybersecurity needs of organizations, there are a wide variety of ways to use the Framework. The decision about how to apply it is left to the implementing organization. For example, one organization may choose to use the Framework Implementation Tiers to articulate envisioned risk management practices. Another organization may use the Framework's five Functions to analyze its entire risk management portfolio; that analysis may or may not rely on more detailed companion guidance, such as controls catalogs. There sometimes is discussion about "compliance" with the Framework, and the Framework has utility as a structure and language for organizing and expressing compliance with an organization's own cybersecurity requirements. Nevertheless, the variety of ways in which the Framework can be used by an organization means that phrases like "compliance with the Framework" can be confusing and mean something very different to various stakeholders.

The Framework complements, and does not replace, an organization's risk management process and cybersecurity program. The organization can use its current processes and leverage the Framework to identify opportunities to strengthen and communicate its management of cybersecurity risk while aligning with industry practices. Alternatively, an organization without an existing cybersecurity program can use the Framework as a reference to establish one.

While the Framework has been developed to improve cybersecurity risk management as it relates to critical infrastructure, it can be used by organizations in any sector of the economy or society. It is intended to be useful to companies, government agencies, and not-for-profit organizations regardless of their focus or size. The common taxonomy of standards, guidelines, and practices that it provides also is not country-specific. Organizations outside the United States may also use the Framework to strengthen their own cybersecurity efforts, and the Framework can contribute to developing a common language for international cooperation on critical infrastructure cybersecurity.

## 1.1 Overview of the Framework

The Framework is a risk-based approach to managing cybersecurity risk, and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. Each Framework component reinforces the connection between business/mission drivers and cybersecurity activities. These components are explained below.

- The *Framework Core* is a set of cybersecurity activities, desired outcomes, and applicable references that are common across critical infrastructure sectors. The Core presents industry standards, guidelines, and practices in a manner that allows for communication of cybersecurity activities and outcomes across the organization from the executive level to the implementation/operations level. The Framework Core consists of five concurrent and continuous Functions—Identify, Protect, Detect, Respond, Recover. When considered together, these Functions provide a high-level, strategic view of the lifecycle of an organization's management of cybersecurity risk. The Framework Core then identifies underlying key Categories and Subcategories – which are discrete outcomes – for each Function, and matches them with example Informative References such as existing standards, guidelines, and practices for each Subcategory.
- *Framework Implementation Tiers* ("Tiers") provide context on how an organization views cybersecurity risk and the processes in place to manage that risk. Tiers describe the degree to which an organization's cybersecurity risk management practices exhibit the

characteristics defined in the Framework (e.g., risk and threat aware, repeatable, and adaptive). The Tiers characterize an organization's practices over a range, from Partial (Tier 1) to Adaptive (Tier 4). These Tiers reflect a progression from informal, reactive responses to approaches that are agile and risk-informed. During the Tier selection process, an organization should consider its current risk management practices, threat environment, legal and regulatory requirements, business/mission objectives, and organizational constraints.

- A *Framework Profile* ("Profile") represents the outcomes based on business needs that an organization has selected from the Framework Categories and Subcategories. The Profile can be characterized as the alignment of standards, guidelines, and practices to the Framework Core in a particular implementation scenario. Profiles can be used to identify opportunities for improving cybersecurity posture by comparing a "Current" Profile (the "as is" state) with a "Target" Profile (the "to be" state). To develop a Profile, an organization can review all of the Categories and Subcategories and, based on business/mission drivers and a risk assessment, determine which are most important; it can add Categories and Subcategories as needed to address the organization's risks. The Current Profile can then be used to support prioritization and measurement of progress toward the Target Profile, while factoring in other business needs including cost-effectiveness and innovation. Profiles can be used to conduct self-assessments and communicate within an organization or between organizations.

## 1.2 Risk Management and the Cybersecurity Framework

Risk management is the ongoing process of identifying, assessing, and responding to risk. To manage risk, organizations should understand the likelihood that an event will occur and the potential resulting impacts. With this information, organizations can determine the acceptable level of risk for achieving their organizational objectives and can express this as their risk tolerance.

With an understanding of risk tolerance, organizations can prioritize cybersecurity activities, enabling organizations to make informed decisions about cybersecurity expenditures. Implementation of risk management programs offers organizations the ability to quantify and communicate adjustments to their cybersecurity programs. Organizations may choose to handle risk in different ways, including mitigating the risk, transferring the risk, avoiding the risk, or accepting the risk, depending on the potential impact to the delivery of critical services. The Framework uses risk management processes to enable organizations to inform and prioritize decisions regarding cybersecurity. It supports recurring risk assessments and validation of business drivers to help organizations select target states for cybersecurity activities that reflect desired outcomes. Thus, the Framework gives organizations the ability to dynamically select and direct improvement in cybersecurity risk management for the IT and ICS environments.

The Framework is adaptive to provide a flexible and risk-based implementation that can be used with a broad array of cybersecurity risk management processes. Examples of cybersecurity risk management processes include International Organization for Standardization (ISO)

31000:2009<sup>6</sup>, ISO/International Electrotechnical Commission (IEC) 27005:2011<sup>7</sup>, NIST Special Publication (SP) 800-39<sup>8</sup>, and the *Electricity Subsector Cybersecurity Risk Management Process* (RMP) guideline<sup>9</sup>.

### 1.3 Document Overview

The remainder of this document contains the following sections and appendices:

- [Section 2](#) describes the Framework components: the Framework Core, the Tiers, and the Profiles.
- [Section 3](#) presents examples of how the Framework can be used.
- [Section 4](#) describes how to use the Framework for self-assessing and demonstrating cybersecurity through measurements.
- [Appendix A](#) presents the Framework Core in a tabular format: the Functions, Categories, Subcategories, and Informative References.
- [Appendix B](#) contains a glossary of selected terms.
- [Appendix C](#) lists acronyms used in this document.

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<sup>6</sup> International Organization for Standardization, *Risk management – Principles and guidelines*, ISO 31000:2009, 2009. <http://www.iso.org/iso/home/standards/iso31000.htm>

<sup>7</sup> International Organization for Standardization/International Electrotechnical Commission, *Information technology – Security techniques – Information security risk management*, ISO/IEC 27005:2011, 2011. <https://www.iso.org/standard/56742.html>

<sup>8</sup> Joint Task Force Transformation Initiative, *Managing Information Security Risk: Organization, Mission, and Information System View*, NIST Special Publication 800-39, March 2011. <https://doi.org/10.6028/NIST.SP.800-39>

<sup>9</sup> U.S. Department of Energy, *Electricity Subsector Cybersecurity Risk Management Process*, DOE/OE-0003, May 2012. [https://energy.gov/sites/prod/files/Cybersecurity\\_Risk\\_Management\\_Process\\_Guideline\\_-\\_Final\\_-\\_May\\_2012.pdf](https://energy.gov/sites/prod/files/Cybersecurity_Risk_Management_Process_Guideline_-_Final_-_May_2012.pdf)

## 2.0 Framework Basics

The Framework provides a common language for understanding, managing, and expressing cybersecurity risk to internal and external stakeholders. It can be used to help identify and prioritize actions for reducing cybersecurity risk, and it is a tool for aligning policy, business, and technological approaches to managing that risk. It can be used to manage cybersecurity risk across entire organizations or it can be focused on the delivery of critical services within an organization. Different types of entities – including sector coordinating structures, associations, and organizations – can use the Framework for different purposes, including the creation of common Profiles.

### 2.1 Framework Core

The *Framework Core* provides a set of activities to achieve specific cybersecurity *outcomes*, and references examples of guidance to achieve those outcomes. The Core is not a checklist of actions to perform. It presents key cybersecurity outcomes identified by stakeholders as helpful in managing cybersecurity risk. The Core comprises four elements: Functions, Categories, Subcategories, and Informative References, depicted in **Figure 1**:

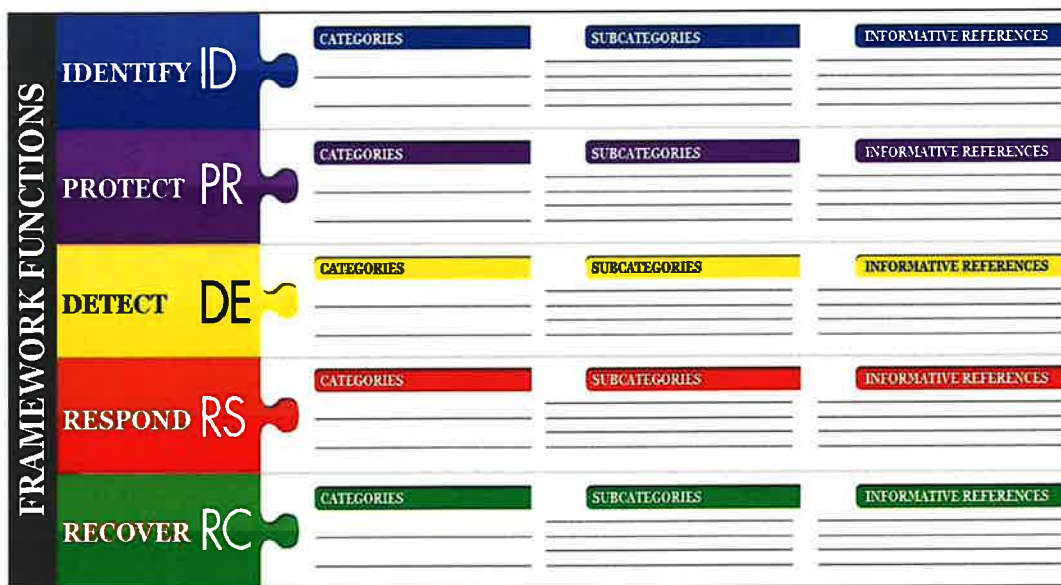


Figure 1: Framework Core Structure

The Framework Core elements work together as follows:

- Functions** organize basic cybersecurity activities at their highest level. These Functions are Identify, Protect, Detect, Respond, and Recover. They aid an organization in expressing its management of cybersecurity risk by organizing information, enabling risk management decisions, addressing threats, and improving by learning from previous activities. The Functions also align with existing methodologies for incident management and help show the impact of investments in cybersecurity. For example, investments in planning and exercises support timely response and recovery actions, resulting in reduced impact to the delivery of services.



- **Categories** are the subdivisions of a Function into groups of cybersecurity outcomes closely tied to programmatic needs and particular activities. Examples of Categories include “Asset Management,” “Identity Management and Access Control,” and “Detection Processes.”
- **Subcategories** further divide a Category into specific outcomes of technical and/or management activities. They provide a set of results that, while not exhaustive, help support achievement of the outcomes in each Category. Examples of Subcategories include “External information systems are catalogued,” “Data-at-rest is protected,” and “Notifications from detection systems are investigated.”
- **Informative References** are specific sections of standards, guidelines, and practices common among critical infrastructure sectors that illustrate a method to achieve the outcomes associated with each Subcategory. The Informative References presented in the Framework Core are illustrative and not exhaustive. They are based upon cross-sector guidance most frequently referenced during the Framework development process.

The five Framework Core Functions are defined below. These Functions are not intended to form a serial path or lead to a static desired end state. Rather, the Functions should be performed concurrently and continuously to form an operational culture that addresses the dynamic cybersecurity risk. See [Appendix A](#) for the complete Framework Core listing.

- **Identify** – Develop an organizational understanding to manage cybersecurity risk to systems, people, assets, data, and capabilities.  
The activities in the Identify Function are foundational for effective use of the Framework. Understanding the business context, the resources that support critical functions, and the related cybersecurity risks enables an organization to focus and prioritize its efforts, consistent with its risk management strategy and business needs. Examples of outcome Categories within this Function include: Asset Management; Business Environment; Governance; Risk Assessment; and Risk Management Strategy.
- **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical services.  
The Protect Function supports the ability to limit or contain the impact of a potential cybersecurity event. Examples of outcome Categories within this Function include: Identity Management and Access Control; Awareness and Training; Data Security; Information Protection Processes and Procedures; Maintenance; and Protective Technology.
- **Detect** – Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.  
The Detect Function enables timely discovery of cybersecurity events. Examples of outcome Categories within this Function include: Anomalies and Events; Security Continuous Monitoring; and Detection Processes.

- **Respond** – Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

The Respond Function supports the ability to contain the impact of a potential cybersecurity incident. Examples of outcome Categories within this Function include: Response Planning; Communications; Analysis; Mitigation; and Improvements.

- **Recover** – Develop and implement appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity incident.

The Recover Function supports timely recovery to normal operations to reduce the impact from a cybersecurity incident. Examples of outcome Categories within this Function include: Recovery Planning; Improvements; and Communications.

## 2.2 Framework Implementation Tiers

The Framework Implementation Tiers (“Tiers”) provide context on how an organization views cybersecurity risk and the processes in place to manage that risk. Ranging from Partial (Tier 1) to Adaptive (Tier 4), Tiers describe an increasing degree of rigor and sophistication in cybersecurity risk management practices. They help determine the extent to which cybersecurity risk management is informed by business needs and is integrated into an organization’s overall risk management practices. Risk management considerations include many aspects of cybersecurity, including the degree to which privacy and civil liberties considerations are integrated into an organization’s management of cybersecurity risk and potential risk responses.

The Tier selection process considers an organization’s current risk management practices, threat environment, legal and regulatory requirements, information sharing practices, business/mission objectives, supply chain cybersecurity requirements, and organizational constraints.

Organizations should determine the desired Tier, ensuring that the selected level meets the organizational goals, is feasible to implement, and reduces cybersecurity risk to critical assets and resources to levels acceptable to the organization. Organizations should consider leveraging external guidance obtained from Federal government departments and agencies, Information Sharing and Analysis Centers (ISACs), Information Sharing and Analysis Organizations (ISAOs), existing maturity models, or other sources to assist in determining their desired tier.

While organizations identified as Tier 1 (Partial) are encouraged to consider moving toward Tier 2 or greater, Tiers do not represent maturity levels. Tiers are meant to support organizational decision making about how to manage cybersecurity risk, as well as which dimensions of the organization are higher priority and could receive additional resources. Progression to higher Tiers is encouraged when a cost-benefit analysis indicates a feasible and cost-effective reduction of cybersecurity risk.

Successful implementation of the Framework is based upon achieving the outcomes described in the organization's Target Profile(s) and not upon Tier determination. Still, Tier selection and designation naturally affect Framework Profiles. The Tier recommendation by Business/Process Level managers, as approved by the Senior Executive Level, will help set the overall tone for how cybersecurity risk will be managed within the organization, and should influence prioritization within a Target Profile and assessments of progress in addressing gaps.

The Tier definitions are as follows:

#### **Tier 1: Partial**

- *Risk Management Process* – Organizational cybersecurity risk management practices are not formalized, and risk is managed in an *ad hoc* and sometimes reactive manner. Prioritization of cybersecurity activities may not be directly informed by organizational risk objectives, the threat environment, or business/mission requirements.
- *Integrated Risk Management Program* – There is limited awareness of cybersecurity risk at the organizational level. The organization implements cybersecurity risk management on an irregular, case-by-case basis due to varied experience or information gained from outside sources. The organization may not have processes that enable cybersecurity information to be shared within the organization.
- *External Participation* – The organization does not understand its role in the larger ecosystem with respect to either its dependencies or dependents. The organization does not collaborate with or receive information (e.g., threat intelligence, best practices, technologies) from other entities (e.g., buyers, suppliers, dependencies, dependents, ISAOs, researchers, governments), nor does it share information. The organization is generally unaware of the cyber supply chain risks of the products and services it provides and that it uses.

#### **Tier 2: Risk Informed**

- *Risk Management Process* – Risk management practices are approved by management but may not be established as organizational-wide policy. Prioritization of cybersecurity activities and protection needs is directly informed by organizational risk objectives, the threat environment, or business/mission requirements.
- *Integrated Risk Management Program* – There is an awareness of cybersecurity risk at the organizational level, but an organization-wide approach to managing cybersecurity risk has not been established. Cybersecurity information is shared within the organization on an informal basis. Consideration of cybersecurity in organizational objectives and programs may occur at some but not all levels of the organization. Cyber risk assessment of organizational and external assets occurs, but is not typically repeatable or recurring.
- *External Participation* – Generally, the organization understands its role in the larger ecosystem with respect to either its own dependencies or dependents, but not both. The organization collaborates with and receives some information from other entities and generates some of its own information, but may not share information with others. Additionally, the organization is aware of the cyber supply chain risks associated with the products and services it provides and uses, but does not act consistently or formally upon those risks.

**Tier 3: Repeatable**

- *Risk Management Process* – The organization’s risk management practices are formally approved and expressed as policy. Organizational cybersecurity practices are regularly updated based on the application of risk management processes to changes in business/mission requirements and a changing threat and technology landscape.
- *Integrated Risk Management Program* – There is an organization-wide approach to manage cybersecurity risk. Risk-informed policies, processes, and procedures are defined, implemented as intended, and reviewed. Consistent methods are in place to respond effectively to changes in risk. Personnel possess the knowledge and skills to perform their appointed roles and responsibilities. The organization consistently and accurately monitors cybersecurity risk of organizational assets. Senior cybersecurity and non-cybersecurity executives communicate regularly regarding cybersecurity risk. Senior executives ensure consideration of cybersecurity through all lines of operation in the organization.
- *External Participation* - The organization understands its role, dependencies, and dependents in the larger ecosystem and may contribute to the community’s broader understanding of risks. It collaborates with and receives information from other entities regularly that complements internally generated information, and shares information with other entities. The organization is aware of the cyber supply chain risks associated with the products and services it provides and that it uses. Additionally, it usually acts formally upon those risks, including mechanisms such as written agreements to communicate baseline requirements, governance structures (e.g., risk councils), and policy implementation and monitoring.

**Tier 4: Adaptive**

- *Risk Management Process* – The organization adapts its cybersecurity practices based on previous and current cybersecurity activities, including lessons learned and predictive indicators. Through a process of continuous improvement incorporating advanced cybersecurity technologies and practices, the organization actively adapts to a changing threat and technology landscape and responds in a timely and effective manner to evolving, sophisticated threats.
- *Integrated Risk Management Program* – There is an organization-wide approach to managing cybersecurity risk that uses risk-informed policies, processes, and procedures to address potential cybersecurity events. The relationship between cybersecurity risk and organizational objectives is clearly understood and considered when making decisions. Senior executives monitor cybersecurity risk in the same context as financial risk and other organizational risks. The organizational budget is based on an understanding of the current and predicted risk environment and risk tolerance. Business units implement executive vision and analyze system-level risks in the context of the organizational risk tolerances. Cybersecurity risk management is part of the organizational culture and evolves from an awareness of previous activities and continuous awareness of activities on their systems and networks. The organization can quickly and efficiently account for changes to business/mission objectives in how risk is approached and communicated.

- *External Participation* - The organization understands its role, dependencies, and dependents in the larger ecosystem and contributes to the community's broader understanding of risks. It receives, generates, and reviews prioritized information that informs continuous analysis of its risks as the threat and technology landscapes evolve. The organization shares that information internally and externally with other collaborators. The organization uses real-time or near real-time information to understand and consistently act upon cyber supply chain risks associated with the products and services it provides and that it uses. Additionally, it communicates proactively, using formal (e.g. agreements) and informal mechanisms to develop and maintain strong supply chain relationships.

### **2.3 Framework Profile**

The Framework Profile ("Profile") is the alignment of the Functions, Categories, and Subcategories with the business requirements, risk tolerance, and resources of the organization. A Profile enables organizations to establish a roadmap for reducing cybersecurity risk that is well aligned with organizational and sector goals, considers legal/regulatory requirements and industry best practices, and reflects risk management priorities. Given the complexity of many organizations, they may choose to have multiple profiles, aligned with particular components and recognizing their individual needs.

Framework Profiles can be used to describe the current state or the desired target state of specific cybersecurity activities. The Current Profile indicates the cybersecurity outcomes that are currently being achieved. The Target Profile indicates the outcomes needed to achieve the desired cybersecurity risk management goals. Profiles support business/mission requirements and aid in communicating risk within and between organizations. This Framework does not prescribe Profile templates, allowing for flexibility in implementation.

Comparison of Profiles (e.g., the Current Profile and Target Profile) may reveal gaps to be addressed to meet cybersecurity risk management objectives. An action plan to address these gaps to fulfill a given Category or Subcategory can contribute to the roadmap described above. Prioritizing the mitigation of gaps is driven by the organization's business needs and risk management processes. This risk-based approach enables an organization to gauge the resources needed (e.g., staffing, funding) to achieve cybersecurity goals in a cost-effective, prioritized manner. Furthermore, the Framework is a risk-based approach where the applicability and fulfillment of a given Subcategory is subject to the Profile's scope.

## 2.4 Coordination of Framework Implementation

**Figure 2** describes a common flow of information and decisions at the following levels within an organization:

- Executive
- Business/Process
- Implementation/Operations

The executive level communicates the mission priorities, available resources, and overall risk tolerance to the business/process level. The business/process level uses the information as inputs into the risk management process, and then collaborates with the implementation/operations level to communicate business needs and create a Profile. The implementation/operations level communicates the Profile implementation progress to the business/process level. The business/process level uses this information to perform an impact assessment. Business/process level management reports the outcomes of that impact assessment to the executive level to inform the organization's overall risk management process and to the implementation/operations level for awareness of business impact.

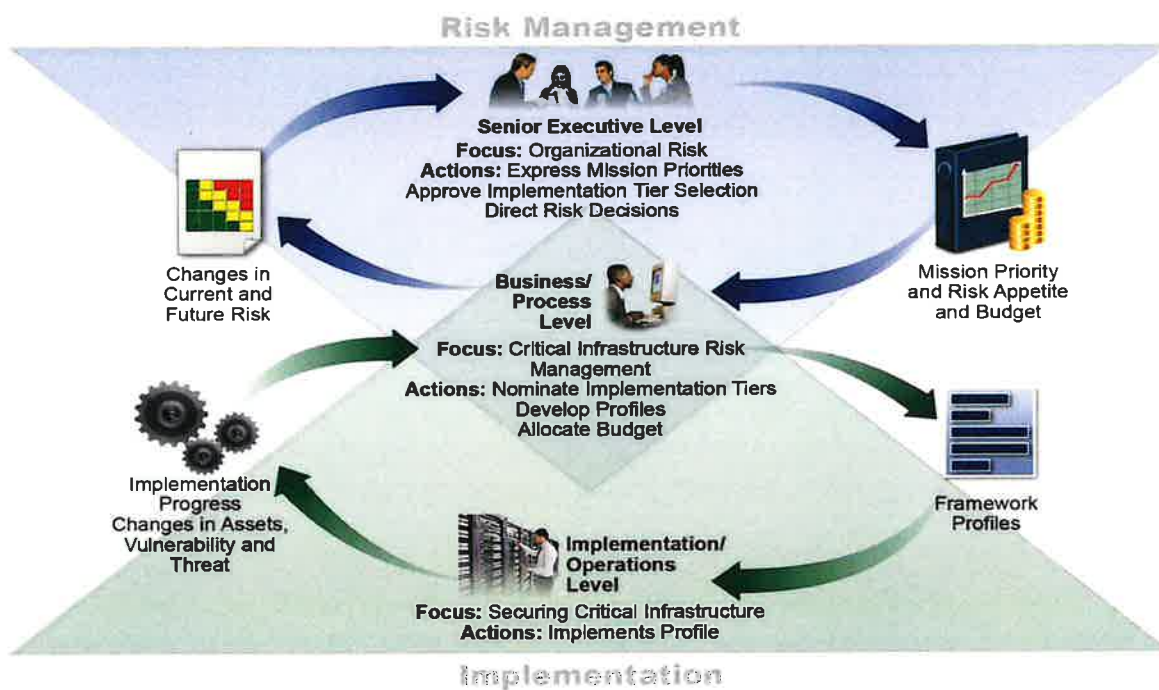


Figure 2: Notional Information and Decision Flows within an Organization

## 3.0 How to Use the Framework

An organization can use the Framework as a key part of its systematic process for identifying, assessing, and managing cybersecurity risk. The Framework is not designed to replace existing processes; an organization can use its current process and overlay it onto the Framework to determine gaps in its current cybersecurity risk approach and develop a roadmap to improvement. Using the Framework as a cybersecurity risk management tool, an organization can determine activities that are most important to critical service delivery and prioritize expenditures to maximize the impact of the investment.

The Framework is designed to complement existing business and cybersecurity operations. It can serve as the foundation for a new cybersecurity program or a mechanism for improving an existing program. The Framework provides a means of expressing cybersecurity requirements to business partners and customers and can help identify gaps in an organization's cybersecurity practices. It also provides a general set of considerations and processes for considering privacy and civil liberties implications in the context of a cybersecurity program.

The Framework can be applied throughout the life cycle phases of plan, design, build/buy, deploy, operate, and decommission. The plan phase begins the cycle of any system and lays the groundwork for everything that follows. Overarching cybersecurity considerations should be declared and described as clearly as possible. The plan should recognize that those considerations and requirements are likely to evolve during the remainder of the life cycle. The design phase should account for cybersecurity requirements as a part of a larger multi-disciplinary systems engineering process.<sup>10</sup> A key milestone of the design phase is validation that the system cybersecurity specifications match the needs and risk disposition of the organization as captured in a Framework Profile. The desired cybersecurity outcomes prioritized in a Target Profile should be incorporated when a) developing the system during the build phase and b) purchasing or outsourcing the system during the buy phase. That same Target Profile serves as a list of system cybersecurity features that should be assessed when deploying the system to verify all features are implemented. The cybersecurity outcomes determined by using the Framework then should serve as a basis for ongoing operation of the system. This includes occasional reassessment, capturing results in a Current Profile, to verify that cybersecurity requirements are still fulfilled. Typically, a complex web of dependencies (e.g., compensating and common controls) among systems means the outcomes documented in Target Profiles of related systems should be carefully considered as systems are decommissioned.

The following sections present different ways in which organizations can use the Framework.

### 3.1 Basic Review of Cybersecurity Practices

The Framework can be used to compare an organization's current cybersecurity activities with those outlined in the Framework Core. Through the creation of a Current Profile, organizations can examine the extent to which they are achieving the outcomes described in the Core Categories and Subcategories, aligned with the five high-level Functions: Identify, Protect, Detect, Respond, and Recover. An organization may find that it is already achieving the desired

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<sup>10</sup> NIST Special Publication 800-160 Volume 1, *System Security Engineering, Considerations for a Multidisciplinary Approach in the Engineering of Trustworthy Secure Systems*, Ross et al, November 2016 (updated March 21, 2018), <https://doi.org/10.6028/NIST.SP.800-160v1>

outcomes, thus managing cybersecurity commensurate with the known risk. Alternatively, an organization may determine that it has opportunities to (or needs to) improve. The organization can use that information to develop an action plan to strengthen existing cybersecurity practices and reduce cybersecurity risk. An organization may also find that it is overinvesting to achieve certain outcomes. The organization can use this information to reprioritize resources.

While they do not replace a risk management process, these five high-level Functions will provide a concise way for senior executives and others to distill the fundamental concepts of cybersecurity risk so that they can assess how identified risks are managed, and how their organization stacks up at a high level against existing cybersecurity standards, guidelines, and practices. The Framework can also help an organization answer fundamental questions, including “How are we doing?” Then they can move in a more informed way to strengthen their cybersecurity practices where and when deemed necessary.

### **3.2 Establishing or Improving a Cybersecurity Program**

The following steps illustrate how an organization could use the Framework to create a new cybersecurity program or improve an existing program. These steps should be repeated as necessary to continuously improve cybersecurity.

**Step 1: Prioritize and Scope.** The organization identifies its business/mission objectives and high-level organizational priorities. With this information, the organization makes strategic decisions regarding cybersecurity implementations and determines the scope of systems and assets that support the selected business line or process. The Framework can be adapted to support the different business lines or processes within an organization, which may have different business needs and associated risk tolerance. Risk tolerances may be reflected in a target Implementation Tier.

**Step 2: Orient.** Once the scope of the cybersecurity program has been determined for the business line or process, the organization identifies related systems and assets, regulatory requirements, and overall risk approach. The organization then consults sources to identify threats and vulnerabilities applicable to those systems and assets.

**Step 3: Create a Current Profile.** The organization develops a Current Profile by indicating which Category and Subcategory outcomes from the Framework Core are currently being achieved. If an outcome is partially achieved, noting this fact will help support subsequent steps by providing baseline information.

**Step 4: Conduct a Risk Assessment.** This assessment could be guided by the organization’s overall risk management process or previous risk assessment activities. The organization analyzes the operational environment in order to discern the likelihood of a cybersecurity event and the impact that the event could have on the organization. It is important that organizations identify emerging risks and use cyber threat information from internal and external sources to gain a better understanding of the likelihood and impact of cybersecurity events.

**Step 5: Create a Target Profile.** The organization creates a Target Profile that focuses on the assessment of the Framework Categories and Subcategories describing the organization’s desired cybersecurity outcomes. Organizations also may develop their own additional Categories and



Subcategories to account for unique organizational risks. The organization may also consider influences and requirements of external stakeholders such as sector entities, customers, and business partners when creating a Target Profile. The Target Profile should appropriately reflect criteria within the target Implementation Tier.

**Step 6: Determine, Analyze, and Prioritize Gaps.** The organization compares the Current Profile and the Target Profile to determine gaps. Next, it creates a prioritized action plan to address gaps – reflecting mission drivers, costs and benefits, and risks – to achieve the outcomes in the Target Profile. The organization then determines resources, including funding and workforce, necessary to address the gaps. Using Profiles in this manner encourages the organization to make informed decisions about cybersecurity activities, supports risk management, and enables the organization to perform cost-effective, targeted improvements.

**Step 7: Implement Action Plan.** The organization determines which actions to take to address the gaps, if any, identified in the previous step and then adjusts its current cybersecurity practices in order to achieve the Target Profile. For further guidance, the Framework identifies example Informative References regarding the Categories and Subcategories, but organizations should determine which standards, guidelines, and practices, including those that are sector specific, work best for their needs.

An organization repeats the steps as needed to continuously assess and improve its cybersecurity. For instance, organizations may find that more frequent repetition of the orient step improves the quality of risk assessments. Furthermore, organizations may monitor progress through iterative updates to the Current Profile, subsequently comparing the Current Profile to the Target Profile. Organizations may also use this process to align their cybersecurity program with their desired Framework Implementation Tier.

### 3.3 Communicating Cybersecurity Requirements with Stakeholders

The Framework provides a common language to communicate requirements among interdependent stakeholders responsible for the delivery of essential critical infrastructure products and services. Examples include:

- An organization may use a Target Profile to express cybersecurity risk management requirements to an external service provider (e.g., a cloud provider to which it is exporting data).
- An organization may express its cybersecurity state through a Current Profile to report results or to compare with acquisition requirements.
- A critical infrastructure owner/operator, having identified an external partner on whom that infrastructure depends, may use a Target Profile to convey required Categories and Subcategories.
- A critical infrastructure sector may establish a Target Profile that can be used among its constituents as an initial baseline Profile to build their tailored Target Profiles.
- An organization can better manage cybersecurity risk among stakeholders by assessing their position in the critical infrastructure and the broader digital economy using Implementation Tiers.

Communication is especially important among stakeholders up and down supply chains. Supply chains are complex, globally distributed, and interconnected sets of resources and processes

between multiple levels of organizations. Supply chains begin with the sourcing of products and services and extend from the design, development, manufacturing, processing, handling, and delivery of products and services to the end user. Given these complex and interconnected relationships, supply chain risk management (SCRM) is a critical organizational function.<sup>11</sup>

Cyber SCRM is the set of activities necessary to manage cybersecurity risk associated with external parties. More specifically, cyber SCRM addresses both the cybersecurity effect an organization has on external parties and the cybersecurity effect external parties have on an organization.

A primary objective of cyber SCRM is to identify, assess, and mitigate “products and services that may contain potentially malicious functionality, are counterfeit, or are vulnerable due to poor manufacturing and development practices within the cyber supply chain<sup>12</sup>.” Cyber SCRM activities may include:

- Determining cybersecurity requirements for suppliers,
- Enacting cybersecurity requirements through formal agreement (e.g., contracts),
- Communicating to suppliers how those cybersecurity requirements will be verified and validated,
- Verifying that cybersecurity requirements are met through a variety of assessment methodologies, and
- Governing and managing the above activities.

As depicted in Figure 3, cyber SCRM encompasses technology suppliers and buyers, as well as non-technology suppliers and buyers, where technology is minimally composed of information technology (IT), industrial control systems (ICS), cyber-physical systems (CPS), and connected devices more generally, including the Internet of Things (IoT). Figure 3 depicts an organization at a single point in time. However, through the normal course of business operations, most organizations will be both an upstream supplier and downstream buyer in relation to other organizations or end users.

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<sup>11</sup> Communicating Cybersecurity Requirements (Section 3.3) and Buying Decisions (Section 3.4) address only two uses of the Framework for cyber SCRM and are not intended to address cyber SCRM comprehensively.

<sup>12</sup> NIST Special Publication 800-161, *Supply Chain Risk Management Practices for Federal Information Systems and Organizations*, Boyens et al, April 2015, <https://doi.org/10.6028/NIST.SP.800-161>

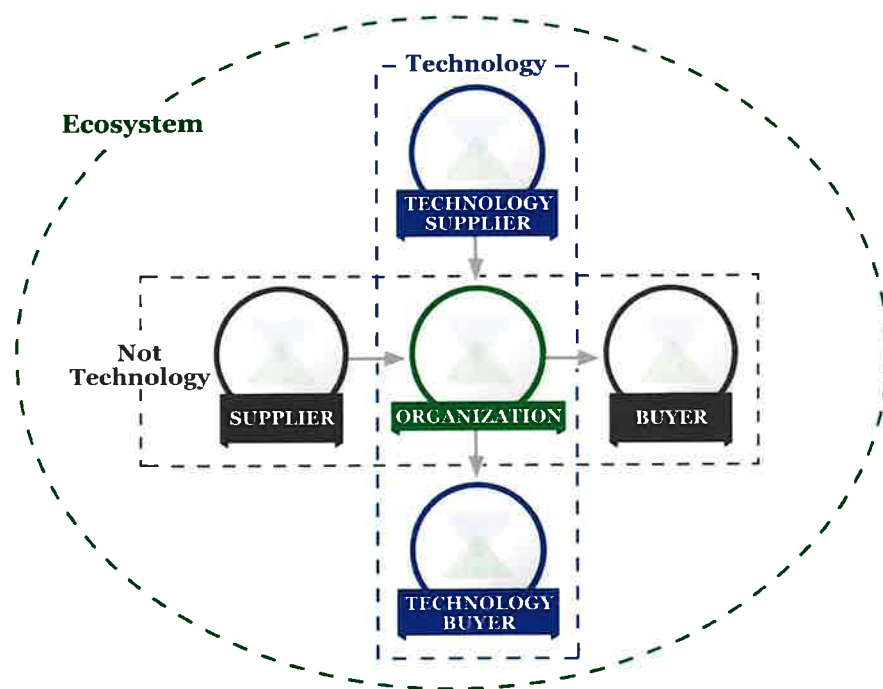


Figure 3: Cyber Supply Chain Relationships

The parties described in Figure 3 comprise an organization's cybersecurity ecosystem. These relationships highlight the crucial role of cyber SCRM in addressing cybersecurity risk in critical infrastructure and the broader digital economy. These relationships, the products and services they provide, and the risks they present should be identified and factored into the protective and detective capabilities of organizations, as well as their response and recovery protocols.

In the figure above, "Buyer" refers to the downstream people or organizations that consume a given product or service from an organization, including both for-profit and not-for-profit organizations. "Supplier" encompasses upstream product and service providers that are used for an organization's internal purposes (e.g., IT infrastructure) or integrated into the products or services provided to the Buyer. These terms are applicable for both technology-based and non-technology-based products and services.

Whether considering individual Subcategories of the Core or the comprehensive considerations of a Profile, the Framework offers organizations and their partners a method to help ensure the new product or service meets critical security outcomes. By first selecting outcomes that are relevant to the context (e.g., transmission of Personally Identifiable Information (PII), mission critical service delivery, data verification services, product or service integrity) the organization then can evaluate partners against those criteria. For example, if a system is being purchased that will monitor Operational Technology (OT) for anomalous network communication, availability may be a particularly important cybersecurity objective to achieve and should drive a Technology Supplier evaluation against applicable Subcategories (e.g., ID.BE-4, ID.SC-3, ID.SC-4, ID.SC-5, PR.DS-4, PR.DS-6, PR.DS-7, PR.DS-8, PR.IP-1, DE.AE-5).

### **3.4 Buying Decisions**

Since a Framework Target Profile is a prioritized list of organizational cybersecurity requirements, Target Profiles can be used to inform decisions about buying products and services. This transaction varies from Communicating Cybersecurity Requirements with Stakeholders (addressed in Section 3.3) in that it may not be possible to impose a set of cybersecurity requirements on the supplier. The objective should be to make the best buying decision among multiple suppliers, given a carefully determined list of cybersecurity requirements. Often, this means some degree of trade-off, comparing multiple products or services with known gaps to the Target Profile.

Once a product or service is purchased, the Profile also can be used to track and address residual cybersecurity risk. For example, if the service or product purchased did not meet all the objectives described in the Target Profile, the organization can address the residual risk through other management actions. The Profile also provides the organization a method for assessing if the product meets cybersecurity outcomes through periodic review and testing mechanisms.

### **3.5 Identifying Opportunities for New or Revised Informative References**

The Framework can be used to identify opportunities for new or revised standards, guidelines, or practices where additional Informative References would help organizations address emerging needs. An organization implementing a given Subcategory, or developing a new Subcategory, might discover that there are few Informative References, if any, for a related activity. To address that need, the organization might collaborate with technology leaders and/or standards bodies to draft, develop, and coordinate standards, guidelines, or practices.

### **3.6 Methodology to Protect Privacy and Civil Liberties**

This section describes a methodology to address individual privacy and civil liberties implications that may result from cybersecurity. This methodology is intended to be a general set of considerations and processes since privacy and civil liberties implications may differ by sector or over time and organizations may address these considerations and processes with a range of technical implementations. Nonetheless, not all activities in a cybersecurity program engender privacy and civil liberties considerations. Technical privacy standards, guidelines, and additional best practices may need to be developed to support improved technical implementations.

Privacy and cybersecurity have a strong connection. An organization's cybersecurity activities also can create risks to privacy and civil liberties when personal information is used, collected, processed, maintained, or disclosed. Some examples include: cybersecurity activities that result in the over-collection or over-retention of personal information; disclosure or use of personal information unrelated to cybersecurity activities; and cybersecurity mitigation activities that result in denial of service or other similar potentially adverse impacts, including some types of incident detection or monitoring that may inhibit freedom of expression or association.

The government and its agents have a responsibility to protect civil liberties arising from cybersecurity activities. As referenced in the methodology below, government or its agents that own or operate critical infrastructure should have a process in place to support compliance of cybersecurity activities with applicable privacy laws, regulations, and Constitutional requirements.

To address privacy implications, organizations may consider how their cybersecurity program might incorporate privacy principles such as: data minimization in the collection, disclosure, and retention of personal information material related to the cybersecurity incident; use limitations outside of cybersecurity activities on any information collected specifically for cybersecurity activities; transparency for certain cybersecurity activities; individual consent and redress for adverse impacts arising from use of personal information in cybersecurity activities; data quality, integrity, and security; and accountability and auditing.

As organizations assess the Framework Core in [Appendix A](#), the following processes and activities may be considered as a means to address the above-referenced privacy and civil liberties implications:

#### **Governance of cybersecurity risk**

- An organization's assessment of cybersecurity risk and potential risk responses considers the privacy implications of its cybersecurity program.
- Individuals with cybersecurity-related privacy responsibilities report to appropriate management and are appropriately trained.
- Process is in place to support compliance of cybersecurity activities with applicable privacy laws, regulations, and Constitutional requirements.
- Process is in place to assess implementation of the above organizational measures and controls.

#### **Approaches to identifying, authenticating, and authorizing individuals to access organizational assets and systems**

- Steps are taken to identify and address the privacy implications of identity management and access control measures to the extent that they involve collection, disclosure, or use of personal information.

#### **Awareness and training measures**

- Applicable information from organizational privacy policies is included in cybersecurity workforce training and awareness activities.
- Service providers that provide cybersecurity-related services for the organization are informed about the organization's applicable privacy policies.

#### **Anomalous activity detection and system and assets monitoring**

- Process is in place to conduct a privacy review of an organization's anomalous activity detection and cybersecurity monitoring.

#### **Response activities, including information sharing or other mitigation efforts**

- Process is in place to assess and address whether, when, how, and the extent to which personal information is shared outside the organization as part of cybersecurity information sharing activities.
- Process is in place to conduct a privacy review of an organization's cybersecurity mitigation efforts.

## 4.0 Self-Assessing Cybersecurity Risk with the Framework

The Cybersecurity Framework is designed to reduce risk by improving the management of cybersecurity risk to organizational objectives. Ideally, organizations using the Framework will be able to measure and assign values to their risk *along with* the cost and benefits of steps taken to reduce risk to acceptable levels. The better an organization is able to measure its risk, costs, and benefits of cybersecurity strategies and steps, the more rational, effective, and valuable its cybersecurity approach and investments will be.

Over time, self-assessment and measurement should improve decision making about investment priorities. For example, measuring – or at least robustly characterizing – aspects of an organization’s cybersecurity state and trends over time can enable that organization to understand and convey meaningful risk information to dependents, suppliers, buyers, and other parties. An organization can accomplish this internally or by seeking a third-party assessment. If done properly and with an appreciation of limitations, these measurements can provide a basis for strong trusted relationships, both inside and outside of an organization.

To examine the effectiveness of investments, an organization must first have a clear understanding of its organizational objectives, the relationship between those objectives and supportive cybersecurity outcomes, and how those discrete cybersecurity outcomes are implemented and managed. While measurements of all those items is beyond the scope of the Framework, the cybersecurity outcomes of the Framework Core support self-assessment of investment effectiveness and cybersecurity activities in the following ways:

- Making choices about how different portions of the cybersecurity operation should influence the selection of Target Implementation Tiers,
- Evaluating the organization’s approach to cybersecurity risk management by determining Current Implementation Tiers,
- Prioritizing cybersecurity outcomes by developing Target Profiles,
- Determining the degree to which specific cybersecurity steps achieve desired cybersecurity outcomes by assessing Current Profiles, and
- Measuring the degree of implementation for controls catalogs or technical guidance listed as Informative References.

The development of cybersecurity performance metrics is evolving. Organizations should be thoughtful, creative, and careful about the ways in which they employ measurements to optimize use, while avoiding reliance on artificial indicators of current state and progress in improving cybersecurity risk management. Judging cyber risk requires discipline and should be revisited periodically. Any time measurements are employed as part of the Framework process, organizations are encouraged to clearly identify and know why these measurements are important and how they will contribute to the overall management of cybersecurity risk. They also should be clear about the limitations of measurements that are used.

For example, tracking security measures and business outcomes may provide meaningful insight as to how changes in granular security controls affect the completion of organizational objectives. Verifying achievement of some organizational objectives requires analyzing the data only *after* that objective was to have been achieved. This type of lagging measure is more

absolute. However, it is often more valuable to predict whether a cybersecurity risk *may* occur, and the impact it *might* have, using a leading measure.

Organizations are encouraged to innovate and customize how they incorporate measurements into their application of the Framework with a full appreciation of their usefulness and limitations.

## Appendix A: Framework Core

This appendix presents the Framework Core: a listing of Functions, Categories, Subcategories, and Informative References that describe specific cybersecurity activities that are common across all critical infrastructure sectors. The chosen presentation format for the Framework Core does not suggest a specific implementation order or imply a degree of importance of the Categories, Subcategories, and Informative References. The Framework Core presented in this appendix represents a common set of activities for managing cybersecurity risk. While the Framework is not exhaustive, it is extensible, allowing organizations, sectors, and other entities to use Subcategories and Informative References that are cost-effective and efficient and that enable them to manage their cybersecurity risk. Activities can be selected from the Framework Core during the Profile creation process and additional Categories, Subcategories, and Informative References may be added to the Profile. An organization's risk management processes, legal/regulatory requirements, business/mission objectives, and organizational constraints guide the selection of these activities during Profile creation. Personal information is considered a component of data or assets referenced in the Categories when assessing security risks and protections.

While the intended outcomes identified in the Functions, Categories, and Subcategories are the same for IT and ICS, the operational environments and considerations for IT and ICS differ. ICS have a direct effect on the physical world, including potential risks to the health and safety of individuals, and impact on the environment. Additionally, ICS have unique performance and reliability requirements compared with IT, and the goals of safety and efficiency must be considered when implementing cybersecurity measures.

For ease of use, each component of the Framework Core is given a unique identifier. Functions and Categories each have a unique alphabetic identifier, as shown in Table 1. Subcategories within each Category are referenced numerically; the unique identifier for each Subcategory is included in Table 2.

Additional supporting material, including Informative References, relating to the Framework can be found on the NIST website at <http://www.nist.gov/cyberframework/>.



Table 1: Function and Category Unique Identifiers

Function Unique Identifier	Function	Category Unique Identifier	Category
ID	Identify	ID.AM	Asset Management
		ID.BE	Business Environment
		ID.GV	Governance
		ID.RA	Risk Assessment
		ID.RM	Risk Management Strategy
		ID.SC	Supply Chain Risk Management
PR	Protect	PR.AC	Identity Management and Access Control
		PR.AT	Awareness and Training
		PR.DS	Data Security
		PR.IP	Information Protection Processes and Procedures
		PR.MA	Maintenance
		PR.PT	Protective Technology
DE	Detect	DE.AE	Anomalies and Events
		DE.CM	Security Continuous Monitoring
		DE.DP	Detection Processes
RS	Respond	RS.RP	Response Planning
		RS.CO	Communications
		RS.AN	Analysis
		RS.MI	Mitigation
		RS.IM	Improvements
RC	Recover	RC.RP	Recovery Planning
		RC.IM	Improvements
		RC.CO	Communications

Table 2: Framework Core

Function	Category	Subcategory	Informative References
<b>IDENTIFY</b> (ID)	<b>Asset Management (ID.AM):</b> The data, personnel, devices, systems, and facilities that enable the organization to achieve business purposes are identified and managed consistent with their relative importance to organizational objectives and the organization’s risk strategy.	<b>ID.AM-1:</b> Physical devices and systems within the organization are inventoried	<b>CIS CSC 1</b> <b>COBIT 5</b> BAI09.01, BAI09.02 <b>ISA 62443-2-1:2009</b> 4.2.3.4 <b>ISA 62443-3-3:2013</b> SR 7.8 <b>ISO/IEC 27001:2013</b> A.8.1.1, A.8.1.2 <b>NIST SP 800-53 Rev. 4</b> CM-8, PM-5
		<b>ID.AM-2:</b> Software platforms and applications within the organization are inventoried	<b>CIS CSC 2</b> <b>COBIT 5</b> BAI09.01, BAI09.02, BAI09.05 <b>ISA 62443-2-1:2009</b> 4.2.3.4 <b>ISA 62443-3-3:2013</b> SR 7.8 <b>ISO/IEC 27001:2013</b> A.8.1.1, A.8.1.2, A.12.5.1 <b>NIST SP 800-53 Rev. 4</b> CM-8, PM-5
		<b>ID.AM-3:</b> Organizational communication and data flows are mapped	<b>CIS CSC 12</b> <b>COBIT 5</b> DSS05.02 <b>ISA 62443-2-1:2009</b> 4.2.3.4 <b>ISO/IEC 27001:2013</b> A.13.2.1, A.13.2.2 <b>NIST SP 800-53 Rev. 4</b> AC-4, CA-3, CA-9, PL-8
		<b>ID.AM-4:</b> External information systems are catalogued	<b>CIS CSC 12</b> <b>COBIT 5</b> APO02.02, APO10.04, DSS01.02 <b>ISO/IEC 27001:2013</b> A.11.2.6 <b>NIST SP 800-53 Rev. 4</b> AC-20, SA-9
		<b>ID.AM-5:</b> Resources (e.g., hardware, devices, data, time, personnel, and software) are prioritized based on their classification, criticality, and business value	<b>CIS CSC 13, 14</b> <b>COBIT 5</b> APO03.03, APO03.04, APO12.01, BAI04.02, BAI09.02 <b>ISA 62443-2-1:2009</b> 4.2.3.6 <b>ISO/IEC 27001:2013</b> A.8.2.1 <b>NIST SP 800-53 Rev. 4</b> CP-2, RA-2, SA-14, SC-6
		<b>ID.AM-6:</b> Cybersecurity roles and responsibilities for the entire workforce and	<b>CIS CSC 17, 19</b> <b>COBIT 5</b> APO01.02, APO07.06, APO13.01, DSS06.03

Function	Category	Subcategory	Informative References
		third-party stakeholders (e.g., suppliers, customers, partners) are established	<b>ISA 62443-2-1:2009</b> 4.3.2.3.3 <b>ISO/IEC 27001:2013</b> A.6.1.1 <b>NIST SP 800-53 Rev. 4</b> CP-2, PS-7, PM-11
	<b>Business Environment (ID.BE):</b> The organization’s mission, objectives, stakeholders, and activities are understood and prioritized; this information is used to inform cybersecurity roles, responsibilities, and risk management decisions.	<b>ID.BE-1:</b> The organization’s role in the supply chain is identified and communicated	<b>COBIT 5</b> APO08.01, APO08.04, APO08.05, APO10.03, APO10.04, APO10.05 <b>ISO/IEC 27001:2013</b> A.15.1.1, A.15.1.2, A.15.1.3, A.15.2.1, A.15.2.2 <b>NIST SP 800-53 Rev. 4</b> CP-2, SA-12
		<b>ID.BE-2:</b> The organization’s place in critical infrastructure and its industry sector is identified and communicated	<b>COBIT 5</b> APO02.06, APO03.01 <b>ISO/IEC 27001:2013</b> Clause 4.1 <b>NIST SP 800-53 Rev. 4</b> PM-8
		<b>ID.BE-3:</b> Priorities for organizational mission, objectives, and activities are established and communicated	<b>COBIT 5</b> APO02.01, APO02.06, APO03.01 <b>ISA 62443-2-1:2009</b> 4.2.2.1, 4.2.3.6 <b>NIST SP 800-53 Rev. 4</b> PM-11, SA-14
		<b>ID.BE-4:</b> Dependencies and critical functions for delivery of critical services are established	<b>COBIT 5</b> APO10.01, BAI04.02, BAI09.02 <b>ISO/IEC 27001:2013</b> A.11.2.2, A.11.2.3, A.12.1.3 <b>NIST SP 800-53 Rev. 4</b> CP-8, PE-9, PE-11, PM-8, SA-14
		<b>ID.BE-5:</b> Resilience requirements to support delivery of critical services are established for all operating states (e.g. under duress/attack, during recovery, normal operations)	<b>COBIT 5</b> BAI03.02, DSS04.02 <b>ISO/IEC 27001:2013</b> A.11.1.4, A.17.1.1, A.17.1.2, A.17.2.1 <b>NIST SP 800-53 Rev. 4</b> CP-2, CP-11, SA-13, SA-14
	<b>Governance (ID.GV):</b> The policies, procedures, and processes to manage and monitor the organization’s regulatory, legal, risk, environmental, and operational requirements are understood and inform the	<b>ID.GV-1:</b> Organizational cybersecurity policy is established and communicated	<b>CIS CSC</b> 19 <b>COBIT 5</b> APO01.03, APO13.01, EDM01.01, EDM01.02 <b>ISA 62443-2-1:2009</b> 4.3.2.6 <b>ISO/IEC 27001:2013</b> A.5.1.1 <b>NIST SP 800-53 Rev. 4</b> -1 controls from all security control families

Function	Category	Subcategory	Informative References
	management of cybersecurity risk.	<b>ID.GV-2:</b> Cybersecurity roles and responsibilities are coordinated and aligned with internal roles and external partners	<b>CIS CSC 19</b> <b>COBIT 5</b> APO01.02, APO10.03, APO13.02, DSS05.04 <b>ISA 62443-2-1:2009</b> 4.3.2.3.3 <b>ISO/IEC 27001:2013</b> A.6.1.1, A.7.2.1, A.15.1.1 <b>NIST SP 800-53 Rev. 4</b> PS-7, PM-1, PM-2
		<b>ID.GV-3:</b> Legal and regulatory requirements regarding cybersecurity, including privacy and civil liberties obligations, are understood and managed	<b>CIS CSC 19</b> <b>COBIT 5</b> BAI02.01, MEA03.01, MEA03.04 <b>ISA 62443-2-1:2009</b> 4.4.3.7 <b>ISO/IEC 27001:2013</b> A.18.1.1, A.18.1.2, A.18.1.3, A.18.1.4, A.18.1.5 <b>NIST SP 800-53 Rev. 4</b> -1 controls from all security control families
		<b>ID.GV-4:</b> Governance and risk management processes address cybersecurity risks	<b>COBIT 5</b> EDM03.02, APO12.02, APO12.05, DSS04.02 <b>ISA 62443-2-1:2009</b> 4.2.3.1, 4.2.3.3, 4.2.3.8, 4.2.3.9, 4.2.3.11, 4.3.2.4.3, 4.3.2.6.3 <b>ISO/IEC 27001:2013</b> Clause 6 <b>NIST SP 800-53 Rev. 4</b> SA-2, PM-3, PM-7, PM-9, PM-10, PM-11
		<b>Risk Assessment (ID.RA):</b> The organization understands the cybersecurity risk to organizational operations (including mission, functions, image, or reputation), organizational assets, and individuals.	<b>ID.RA-1:</b> Asset vulnerabilities are identified and documented
	<b>ID.RA-2:</b> Cyber threat intelligence is received from information sharing forums and sources	<b>CIS CSC 4</b> <b>COBIT 5</b> BAI08.01 <b>ISA 62443-2-1:2009</b> 4.2.3, 4.2.3.9, 4.2.3.12 <b>ISO/IEC 27001:2013</b> A.6.1.4 <b>NIST SP 800-53 Rev. 4</b> SI-5, PM-15, PM-16	

Function	Category	Subcategory	Informative References
		<b>ID.RA-3:</b> Threats, both internal and external, are identified and documented	<b>CIS CSC 4</b> <b>COBIT 5</b> APO12.01, APO12.02, APO12.03, APO12.04 <b>ISA 62443-2-1:2009</b> 4.2.3, 4.2.3.9, 4.2.3.12 <b>ISO/IEC 27001:2013</b> Clause 6.1.2 <b>NIST SP 800-53 Rev. 4</b> RA-3, SI-5, PM-12, PM-16
		<b>ID.RA-4:</b> Potential business impacts and likelihoods are identified	<b>CIS CSC 4</b> <b>COBIT 5</b> DSS04.02 <b>ISA 62443-2-1:2009</b> 4.2.3, 4.2.3.9, 4.2.3.12 <b>ISO/IEC 27001:2013</b> A.16.1.6, Clause 6.1.2 <b>NIST SP 800-53 Rev. 4</b> RA-2, RA-3, SA-14, PM-9, PM-11
		<b>ID.RA-5:</b> Threats, vulnerabilities, likelihoods, and impacts are used to determine risk	<b>CIS CSC 4</b> <b>COBIT 5</b> APO12.02 <b>ISO/IEC 27001:2013</b> A.12.6.1 <b>NIST SP 800-53 Rev. 4</b> RA-2, RA-3, PM-16
		<b>ID.RA-6:</b> Risk responses are identified and prioritized	<b>CIS CSC 4</b> <b>COBIT 5</b> APO12.05, APO13.02 <b>ISO/IEC 27001:2013</b> Clause 6.1.3 <b>NIST SP 800-53 Rev. 4</b> PM-4, PM-9
	<b>Risk Management Strategy (ID.RM):</b> The organization's priorities, constraints, risk tolerances, and assumptions are established and used to support operational risk decisions.	<b>ID.RM-1:</b> Risk management processes are established, managed, and agreed to by organizational stakeholders	<b>CIS CSC 4</b> <b>COBIT 5</b> APO12.04, APO12.05, APO13.02, BAI02.03, BAI04.02 <b>ISA 62443-2-1:2009</b> 4.3.4.2 <b>ISO/IEC 27001:2013</b> Clause 6.1.3, Clause 8.3, Clause 9.3 <b>NIST SP 800-53 Rev. 4</b> PM-9
	<b>ID.RM-2:</b> Organizational risk tolerance is determined and clearly expressed	<b>COBIT 5</b> APO12.06 <b>ISA 62443-2-1:2009</b> 4.3.2.6.5 <b>ISO/IEC 27001:2013</b> Clause 6.1.3, Clause 8.3 <b>NIST SP 800-53 Rev. 4</b> PM-9	

Function	Category	Subcategory	Informative References
<b>Supply Chain Risk Management (ID.SC):</b> The organization's priorities, constraints, risk tolerances, and assumptions are established and used to support risk decisions associated with managing supply chain risk. The organization has established and implemented the processes to identify, assess and manage supply chain risks.		<b>ID.RM-3:</b> The organization's determination of risk tolerance is informed by its role in critical infrastructure and sector specific risk analysis	<b>COBIT 5</b> APO12.02 <b>ISO/IEC 27001:2013</b> Clause 6.1.3, Clause 8.3 <b>NIST SP 800-53 Rev. 4</b> SA-14, PM-8, PM-9, PM-11
		<b>ID.SC-1:</b> Cyber supply chain risk management processes are identified, established, assessed, managed, and agreed to by organizational stakeholders	<b>CIS CSC 4</b> <b>COBIT 5</b> APO10.01, APO10.04, APO12.04, APO12.05, APO13.02, BAI01.03, BAI02.03, BAI04.02 <b>ISA 62443-2-1:2009</b> 4.3.4.2 <b>ISO/IEC 27001:2013</b> A.15.1.1, A.15.1.2, A.15.1.3, A.15.2.1, A.15.2.2 <b>NIST SP 800-53 Rev. 4</b> SA-9, SA-12, PM-9
		<b>ID.SC-2:</b> Suppliers and third party partners of information systems, components, and services are identified, prioritized, and assessed using a cyber supply chain risk assessment process	<b>COBIT 5</b> APO10.01, APO10.02, APO10.04, APO10.05, APO12.01, APO12.02, APO12.03, APO12.04, APO12.05, APO12.06, APO13.02, BAI02.03 <b>ISA 62443-2-1:2009</b> 4.2.3.1, 4.2.3.2, 4.2.3.3, 4.2.3.4, 4.2.3.6, 4.2.3.8, 4.2.3.9, 4.2.3.10, 4.2.3.12, 4.2.3.13, 4.2.3.14 <b>ISO/IEC 27001:2013</b> A.15.2.1, A.15.2.2 <b>NIST SP 800-53 Rev. 4</b> RA-2, RA-3, SA-12, SA-14, SA-15, PM-9
		<b>ID.SC-3:</b> Contracts with suppliers and third-party partners are used to implement appropriate measures designed to meet the objectives of an organization's cybersecurity program and Cyber Supply Chain Risk Management Plan.	<b>COBIT 5</b> APO10.01, APO10.02, APO10.03, APO10.04, APO10.05 <b>ISA 62443-2-1:2009</b> 4.3.2.6.4, 4.3.2.6.7 <b>ISO/IEC 27001:2013</b> A.15.1.1, A.15.1.2, A.15.1.3 <b>NIST SP 800-53 Rev. 4</b> SA-9, SA-11, SA-12, PM-9
		<b>ID.SC-4:</b> Suppliers and third-party partners are routinely assessed using audits, test results, or other forms of evaluations to confirm they are meeting their contractual obligations.	<b>COBIT 5</b> APO10.01, APO10.03, APO10.04, APO10.05, MEA01.01, MEA01.02, MEA01.03, MEA01.04, MEA01.05 <b>ISA 62443-2-1:2009</b> 4.3.2.6.7 <b>ISA 62443-3-3:2013</b> SR 6.1 <b>ISO/IEC 27001:2013</b> A.15.2.1, A.15.2.2

Function	Category	Subcategory	Informative References
PROTECT (PR)	<p><b>Identity Management, Authentication and Access Control (PR.AC):</b> Access to physical and logical assets and associated facilities is limited to authorized users, processes, and devices, and is managed consistent with the assessed risk of unauthorized access to authorized activities and transactions.</p>	<p><b>ID.SC-5:</b> Response and recovery planning and testing are conducted with suppliers and third-party providers</p>	<p><b>NIST SP 800-53 Rev. 4</b> AU-2, AU-6, AU-12, AU-16, PS-7, SA-9, SA-12</p> <p><b>CIS CSC</b> 19, 20</p> <p><b>COBIT 5</b> DSS04.04</p> <p><b>ISA 62443-2-1:2009</b> 4.3.2.5.7, 4.3.4.5.11</p> <p><b>ISA 62443-3-3:2013</b> SR 2.8, SR 3.3, SR 6.1, SR 7.3, SR 7.4</p> <p><b>ISO/IEC 27001:2013</b> A.17.1.3</p> <p><b>NIST SP 800-53 Rev. 4</b> CP-2, CP-4, IR-3, IR-4, IR-6, IR-8, IR-9</p>
		<p><b>PR.AC-1:</b> Identities and credentials are issued, managed, verified, revoked, and audited for authorized devices, users and processes</p>	<p><b>CIS CSC</b> 1, 5, 15, 16</p> <p><b>COBIT 5</b> DSS05.04, DSS06.03</p> <p><b>ISA 62443-2-1:2009</b> 4.3.3.5.1</p> <p><b>ISA 62443-3-3:2013</b> SR 1.1, SR 1.2, SR 1.3, SR 1.4, SR 1.5, SR 1.7, SR 1.8, SR 1.9</p> <p><b>ISO/IEC 27001:2013</b> A.9.2.1, A.9.2.2, A.9.2.3, A.9.2.4, A.9.2.6, A.9.3.1, A.9.4.2, A.9.4.3</p> <p><b>NIST SP 800-53 Rev. 4</b> AC-1, AC-2, IA-1, IA-2, IA-3, IA-4, IA-5, IA-6, IA-7, IA-8, IA-9, IA-10, IA-11</p>
		<p><b>PR.AC-2:</b> Physical access to assets is managed and protected</p>	<p><b>COBIT 5</b> DSS01.04, DSS05.05</p> <p><b>ISA 62443-2-1:2009</b> 4.3.3.3.2, 4.3.3.3.8</p> <p><b>ISO/IEC 27001:2013</b> A.11.1.1, A.11.1.2, A.11.1.3, A.11.1.4, A.11.1.5, A.11.1.6, A.11.2.1, A.11.2.3, A.11.2.5, A.11.2.6, A.11.2.7, A.11.2.8</p> <p><b>NIST SP 800-53 Rev. 4</b> PE-2, PE-3, PE-4, PE-5, PE-6, PE-8</p>
<p><b>PR.AC-3:</b> Remote access is managed</p>	<p><b>CIS CSC</b> 12</p> <p><b>COBIT 5</b> APO13.01, DSS01.04, DSS05.03</p> <p><b>ISA 62443-2-1:2009</b> 4.3.3.6.6</p> <p><b>ISA 62443-3-3:2013</b> SR 1.13, SR 2.6</p> <p><b>ISO/IEC 27001:2013</b> A.6.2.1, A.6.2.2, A.11.2.6, A.13.1.1, A.13.2.1</p>		

Function	Category	Subcategory	Informative References
			NIST SP 800-53 Rev. 4 AC-1, AC-17, AC-19, AC-20, SC-15
		PR.AC-4: Access permissions and authorizations are managed, incorporating the principles of least privilege and separation of duties	CIS CSC 3, 5, 12, 14, 15, 16, 18 COBIT 5 DSS05.04 ISA 62443-2-1:2009 4.3.3.7.3 ISA 62443-3-3:2013 SR 2.1 ISO/IEC 27001:2013 A.6.1.2, A.9.1.2, A.9.2.3, A.9.4.1, A.9.4.4, A.9.4.5 NIST SP 800-53 Rev. 4 AC-1, AC-2, AC-3, AC-5, AC-6, AC-14, AC-16, AC-24
		PR.AC-5: Network integrity is protected (e.g., network segregation, network segmentation)	CIS CSC 9, 14, 15, 18 COBIT 5 DSS01.05, DSS05.02 ISA 62443-2-1:2009 4.3.3.4 ISA 62443-3-3:2013 SR 3.1, SR 3.8 ISO/IEC 27001:2013 A.13.1.1, A.13.1.3, A.13.2.1, A.14.1.2, A.14.1.3 NIST SP 800-53 Rev. 4 AC-4, AC-10, SC-7
		PR.AC-6: Identities are proofed and bound to credentials and asserted in interactions	CIS CSC, 16 COBIT 5 DSS05.04, DSS05.05, DSS05.07, DSS06.03 ISA 62443-2-1:2009 4.3.3.2.2, 4.3.3.5.2, 4.3.3.7.2, 4.3.3.7.4 ISA 62443-3-3:2013 SR 1.1, SR 1.2, SR 1.4, SR 1.5, SR 1.9, SR 2.1 ISO/IEC 27001:2013, A.7.1.1, A.9.2.1 NIST SP 800-53 Rev. 4 AC-1, AC-2, AC-3, AC-16, AC-19, AC-24, IA-1, IA-2, IA-4, IA-5, IA-8, PE-2, PS-3
		PR.AC-7: Users, devices, and other assets are authenticated (e.g., single-factor, multi-factor) commensurate with the risk of the transaction (e.g., individuals' security and privacy risks and other organizational risks)	CIS CSC 1, 12, 15, 16 COBIT 5 DSS05.04, DSS05.10, DSS06.10 ISA 62443-2-1:2009 4.3.3.6.1, 4.3.3.6.2, 4.3.3.6.3, 4.3.3.6.4, 4.3.3.6.5, 4.3.3.6.6, 4.3.3.6.7, 4.3.3.6.8, 4.3.3.6.9



Function	Category	Subcategory	Informative References
			<p>ISA 62443-3-3:2013 SR 1.1, SR 1.2, SR 1.5, SR 1.7, SR 1.8, SR 1.9, SR 1.10</p> <p>ISO/IEC 27001:2013 A.9.2.1, A.9.2.4, A.9.3.1, A.9.4.2, A.9.4.3, A.18.1.4</p> <p>NIST SP 800-53 Rev. 4 AC-7, AC-8, AC-9, AC-11, AC-12, AC-14, IA-1, IA-2, IA-3, IA-4, IA-5, IA-8, IA-9, IA-10, IA-11</p>
	<p><b>Awareness and Training (PR.AT):</b> The organization’s personnel and partners are provided cybersecurity awareness education and are trained to perform their cybersecurity-related duties and responsibilities consistent with related policies, procedures, and agreements.</p>	<p><b>PR.AT-1:</b> All users are informed and trained</p>	<p>CIS CSC 17, 18</p> <p>COBIT 5 APO07.03, BAI05.07</p> <p>ISA 62443-2-1:2009 4.3.2.4.2</p> <p>ISO/IEC 27001:2013 A.7.2.2, A.12.2.1</p> <p>NIST SP 800-53 Rev. 4 AT-2, PM-13</p>
		<p><b>PR.AT-2:</b> Privileged users understand their roles and responsibilities</p>	<p>CIS CSC 5, 17, 18</p> <p>COBIT 5 APO07.02, DSS05.04, DSS06.03</p> <p>ISA 62443-2-1:2009 4.3.2.4.2, 4.3.2.4.3</p> <p>ISO/IEC 27001:2013 A.6.1.1, A.7.2.2</p> <p>NIST SP 800-53 Rev. 4 AT-3, PM-13</p>
		<p><b>PR.AT-3:</b> Third-party stakeholders (e.g., suppliers, customers, partners) understand their roles and responsibilities</p>	<p>CIS CSC 17</p> <p>COBIT 5 APO07.03, APO07.06, APO10.04, APO10.05</p> <p>ISA 62443-2-1:2009 4.3.2.4.2</p> <p>ISO/IEC 27001:2013 A.6.1.1, A.7.2.1, A.7.2.2</p> <p>NIST SP 800-53 Rev. 4 PS-7, SA-9, SA-16</p>
		<p><b>PR.AT-4:</b> Senior executives understand their roles and responsibilities</p>	<p>CIS CSC 17, 19</p> <p>COBIT 5 EDM01.01, APO01.02, APO07.03</p> <p>ISA 62443-2-1:2009 4.3.2.4.2</p> <p>ISO/IEC 27001:2013 A.6.1.1, A.7.2.2</p> <p>NIST SP 800-53 Rev. 4 AT-3, PM-13</p>
		<p><b>PR.AT-5:</b> Physical and cybersecurity personnel understand their roles and responsibilities</p>	<p>CIS CSC 17</p> <p>COBIT 5 APO07.03</p> <p>ISA 62443-2-1:2009 4.3.2.4.2</p> <p>ISO/IEC 27001:2013 A.6.1.1, A.7.2.2</p>

Function	Category	Subcategory	Informative References
	<p><b>Data Security (PR.DS):</b> Information and records (data) are managed consistent with the organization's risk strategy to protect the confidentiality, integrity, and availability of information.</p>		NIST SP 800-53 Rev. 4 AT-3, IR-2, PM-13
		PR.DS-1: Data-at-rest is protected	<p>CIS CSC 13, 14</p> <p>COBIT 5 APO01.06, BAI02.01, BAI06.01, DSS04.07, DSS05.03, DSS06.06</p> <p>ISA 62443-3-3:2013 SR 3.4, SR 4.1</p> <p>ISO/IEC 27001:2013 A.8.2.3</p> <p>NIST SP 800-53 Rev. 4 MP-8, SC-12, SC-28</p>
		PR.DS-2: Data-in-transit is protected	<p>CIS CSC 13, 14</p> <p>COBIT 5 APO01.06, DSS05.02, DSS06.06</p> <p>ISA 62443-3-3:2013 SR 3.1, SR 3.8, SR 4.1, SR 4.2</p> <p>ISO/IEC 27001:2013 A.8.2.3, A.13.1.1, A.13.2.1, A.13.2.3, A.14.1.2, A.14.1.3</p> <p>NIST SP 800-53 Rev. 4 SC-8, SC-11, SC-12</p>
		PR.DS-3: Assets are formally managed throughout removal, transfers, and disposition	<p>CIS CSC 1</p> <p>COBIT 5 BAI09.03</p> <p>ISA 62443-2-1:2009 4.3.3.3.9, 4.3.4.4.1</p> <p>ISA 62443-3-3:2013 SR 4.2</p> <p>ISO/IEC 27001:2013 A.8.2.3, A.8.3.1, A.8.3.2, A.8.3.3, A.11.2.5, A.11.2.7</p> <p>NIST SP 800-53 Rev. 4 CM-8, MP-6, PE-16</p>
		PR.DS-4: Adequate capacity to ensure availability is maintained	<p>CIS CSC 1, 2, 13</p> <p>COBIT 5 APO13.01, BAI04.04</p> <p>ISA 62443-3-3:2013 SR 7.1, SR 7.2</p> <p>ISO/IEC 27001:2013 A.12.1.3, A.17.2.1</p> <p>NIST SP 800-53 Rev. 4 AU-4, CP-2, SC-5</p>
PR.DS-5: Protections against data leaks are implemented	<p>CIS CSC 13</p> <p>COBIT 5 APO01.06, DSS05.04, DSS05.07, DSS06.02</p> <p>ISA 62443-3-3:2013 SR 5.2</p> <p>ISO/IEC 27001:2013 A.6.1.2, A.7.1.1, A.7.1.2, A.7.3.1, A.8.2.2, A.8.2.3, A.9.1.1, A.9.1.2, A.9.2.3, A.9.4.1, A.9.4.4, A.9.4.5, A.10.1.1, A.11.1.4,</p>		

Function	Category	Subcategory	Informative References
			A.11.1.5, A.11.2.1, A.13.1.1, A.13.1.3, A.13.2.1, A.13.2.3, A.13.2.4, A.14.1.2, A.14.1.3 <b>NIST SP 800-53 Rev. 4</b> AC-4, AC-5, AC-6, PE-19, PS-3, PS-6, SC-7, SC-8, SC-13, SC-31, SI-4
		<b>PR.DS-6:</b> Integrity checking mechanisms are used to verify software, firmware, and information integrity	<b>CIS CSC</b> 2, 3 <b>COBIT 5</b> APO01.06, BAI06.01, DSS06.02 <b>ISA 62443-3-3:2013</b> SR 3.1, SR 3.3, SR 3.4, SR 3.8 <b>ISO/IEC 27001:2013</b> A.12.2.1, A.12.5.1, A.14.1.2, A.14.1.3, A.14.2.4 <b>NIST SP 800-53 Rev. 4</b> SC-16, SI-7
		<b>PR.DS-7:</b> The development and testing environment(s) are separate from the production environment	<b>CIS CSC</b> 18, 20 <b>COBIT 5</b> BAI03.08, BAI07.04 <b>ISO/IEC 27001:2013</b> A.12.1.4 <b>NIST SP 800-53 Rev. 4</b> CM-2
		<b>PR.DS-8:</b> Integrity checking mechanisms are used to verify hardware integrity	<b>COBIT 5</b> BAI03.05 <b>ISA 62443-2-1:2009</b> 4.3.4.4.4 <b>ISO/IEC 27001:2013</b> A.11.2.4 <b>NIST SP 800-53 Rev. 4</b> SA-10, SI-7
	<b>Information Protection Processes and Procedures (PR.IP):</b> Security policies (that address purpose, scope, roles, responsibilities, management commitment, and coordination among organizational entities), processes, and procedures are maintained and used to manage protection of information systems and assets.	<b>PR.IP-1:</b> A baseline configuration of information technology/industrial control systems is created and maintained incorporating security principles (e.g. concept of least functionality)	<b>CIS CSC</b> 3, 9, 11 <b>COBIT 5</b> BAI10.01, BAI10.02, BAI10.03, BAI10.05 <b>ISA 62443-2-1:2009</b> 4.3.4.3.2, 4.3.4.3.3 <b>ISA 62443-3-3:2013</b> SR 7.6 <b>ISO/IEC 27001:2013</b> A.12.1.2, A.12.5.1, A.12.6.2, A.14.2.2, A.14.2.3, A.14.2.4 <b>NIST SP 800-53 Rev. 4</b> CM-2, CM-3, CM-4, CM-5, CM-6, CM-7, CM-9, SA-10
		<b>PR.IP-2:</b> A System Development Life Cycle to manage systems is implemented	<b>CIS CSC</b> 18 <b>COBIT 5</b> APO13.01, BAI03.01, BAI03.02, BAI03.03 <b>ISA 62443-2-1:2009</b> 4.3.4.3.3

Function	Category	Subcategory	Informative References
			<p><b>ISO/IEC 27001:2013</b> A.6.1.5, A.14.1.1, A.14.2.1, A.14.2.5</p> <p><b>NIST SP 800-53 Rev. 4</b> PL-8, SA-3, SA-4, SA-8, SA-10, SA-11, SA-12, SA-15, SA-17, SI-12, SI-13, SI-14, SI-16, SI-17</p>
		<b>PR.IP-3:</b> Configuration change control processes are in place	<p><b>CIS CSC</b> 3, 11</p> <p><b>COBIT 5</b> BAI01.06, BAI06.01</p> <p><b>ISA 62443-2-1:2009</b> 4.3.4.3.2, 4.3.4.3.3</p> <p><b>ISA 62443-3-3:2013</b> SR 7.6</p> <p><b>ISO/IEC 27001:2013</b> A.12.1.2, A.12.5.1, A.12.6.2, A.14.2.2, A.14.2.3, A.14.2.4</p> <p><b>NIST SP 800-53 Rev. 4</b> CM-3, CM-4, SA-10</p>
		<b>PR.IP-4:</b> Backups of information are conducted, maintained, and tested	<p><b>CIS CSC</b> 10</p> <p><b>COBIT 5</b> APO13.01, DSS01.01, DSS04.07</p> <p><b>ISA 62443-2-1:2009</b> 4.3.4.3.9</p> <p><b>ISA 62443-3-3:2013</b> SR 7.3, SR 7.4</p> <p><b>ISO/IEC 27001:2013</b> A.12.3.1, A.17.1.2, A.17.1.3, A.18.1.3</p> <p><b>NIST SP 800-53 Rev. 4</b> CP-4, CP-6, CP-9</p>
		<b>PR.IP-5:</b> Policy and regulations regarding the physical operating environment for organizational assets are met	<p><b>COBIT 5</b> DSS01.04, DSS05.05</p> <p><b>ISA 62443-2-1:2009</b> 4.3.3.3.1, 4.3.3.3.2, 4.3.3.3.3, 4.3.3.3.5, 4.3.3.3.6</p> <p><b>ISO/IEC 27001:2013</b> A.11.1.4, A.11.2.1, A.11.2.2, A.11.2.3</p> <p><b>NIST SP 800-53 Rev. 4</b> PE-10, PE-12, PE-13, PE-14, PE-15, PE-18</p>
		<b>PR.IP-6:</b> Data is destroyed according to policy	<p><b>COBIT 5</b> BAI09.03, DSS05.06</p> <p><b>ISA 62443-2-1:2009</b> 4.3.4.4.4</p> <p><b>ISA 62443-3-3:2013</b> SR 4.2</p> <p><b>ISO/IEC 27001:2013</b> A.8.2.3, A.8.3.1, A.8.3.2, A.11.2.7</p> <p><b>NIST SP 800-53 Rev. 4</b> MP-6</p>

Function	Category	Subcategory	Informative References
		<b>PR.IP-7:</b> Protection processes are improved	<b>COBIT 5</b> APO11.06, APO12.06, DSS04.05 <b>ISA 62443-2-1:2009</b> 4.4.3.1, 4.4.3.2, 4.4.3.3, 4.4.3.4, 4.4.3.5, 4.4.3.6, 4.4.3.7, 4.4.3.8 <b>ISO/IEC 27001:2013</b> A.16.1.6, Clause 9, Clause 10 <b>NIST SP 800-53 Rev. 4</b> CA-2, CA-7, CP-2, IR-8, PL-2, PM-6
		<b>PR.IP-8:</b> Effectiveness of protection technologies is shared	<b>COBIT 5</b> BAI08.04, DSS03.04 <b>ISO/IEC 27001:2013</b> A.16.1.6 <b>NIST SP 800-53 Rev. 4</b> AC-21, CA-7, SI-4
		<b>PR.IP-9:</b> Response plans (Incident Response and Business Continuity) and recovery plans (Incident Recovery and Disaster Recovery) are in place and managed	<b>CIS CSC</b> 19 <b>COBIT 5</b> APO12.06, DSS04.03 <b>ISA 62443-2-1:2009</b> 4.3.2.5.3, 4.3.4.5.1 <b>ISO/IEC 27001:2013</b> A.16.1.1, A.17.1.1, A.17.1.2, A.17.1.3 <b>NIST SP 800-53 Rev. 4</b> CP-2, CP-7, CP-12, CP-13, IR-7, IR-8, IR-9, PE-17
		<b>PR.IP-10:</b> Response and recovery plans are tested	<b>CIS CSC</b> 19, 20 <b>COBIT 5</b> DSS04.04 <b>ISA 62443-2-1:2009</b> 4.3.2.5.7, 4.3.4.5.11 <b>ISA 62443-3-3:2013</b> SR.3.3 <b>ISO/IEC 27001:2013</b> A.17.1.3 <b>NIST SP 800-53 Rev. 4</b> CP-4, IR-3, PM-14
		<b>PR.IP-11:</b> Cybersecurity is included in human resources practices (e.g., deprovisioning, personnel screening)	<b>CIS CSC</b> 5, 16 <b>COBIT 5</b> APO07.01, APO07.02, APO07.03, APO07.04, APO07.05 <b>ISA 62443-2-1:2009</b> 4.3.3.2.1, 4.3.3.2.2, 4.3.3.2.3 <b>ISO/IEC 27001:2013</b> A.7.1.1, A.7.1.2, A.7.2.1, A.7.2.2, A.7.2.3, A.7.3.1, A.8.1.4 <b>NIST SP 800-53 Rev. 4</b> PS-1, PS-2, PS-3, PS-4, PS-5, PS-6, PS-7, PS-8, SA-21

Function	Category	Subcategory	Informative References
		<b>PR.IP-12:</b> A vulnerability management plan is developed and implemented	<b>CIS CSC 4, 18, 20</b> <b>COBIT 5</b> BAI03.10, DSS05.01, DSS05.02 <b>ISO/IEC 27001:2013</b> A.12.6.1, A.14.2.3, A.16.1.3, A.18.2.2, A.18.2.3 <b>NIST SP 800-53 Rev. 4</b> RA-3, RA-5, SI-2
	<b>Maintenance (PR.MA):</b> Maintenance and repairs of industrial control and information system components are performed consistent with policies and procedures.	<b>PR.MA-1:</b> Maintenance and repair of organizational assets are performed and logged, with approved and controlled tools	<b>COBIT 5</b> BAI03.10, BAI09.02, BAI09.03, DSS01.05 <b>ISA 62443-2-1:2009</b> 4.3.3.3.7 <b>ISO/IEC 27001:2013</b> A.11.1.2, A.11.2.4, A.11.2.5, A.11.2.6 <b>NIST SP 800-53 Rev. 4</b> MA-2, MA-3, MA-5, MA-6
		<b>PR.MA-2:</b> Remote maintenance of organizational assets is approved, logged, and performed in a manner that prevents unauthorized access	<b>CIS CSC 3, 5</b> <b>COBIT 5</b> DSS05.04 <b>ISA 62443-2-1:2009</b> 4.3.3.6.5, 4.3.3.6.6, 4.3.3.6.7, 4.3.3.6.8 <b>ISO/IEC 27001:2013</b> A.11.2.4, A.15.1.1, A.15.2.1 <b>NIST SP 800-53 Rev. 4</b> MA-4
	<b>Protective Technology (PR.PT):</b> Technical security solutions are managed to ensure the security and resilience of systems and assets, consistent with related policies, procedures, and agreements.	<b>PR.PT-1:</b> Audit/log records are determined, documented, implemented, and reviewed in accordance with policy	<b>CIS CSC 1, 3, 5, 6, 14, 15, 16</b> <b>COBIT 5</b> APO11.04, BAI03.05, DSS05.04, DSS05.07, MEA02.01 <b>ISA 62443-2-1:2009</b> 4.3.3.3.9, 4.3.3.5.8, 4.3.4.4.7, 4.4.2.1, 4.4.2.2, 4.4.2.4 <b>ISA 62443-3-3:2013</b> SR 2.8, SR 2.9, SR 2.10, SR 2.11, SR 2.12 <b>ISO/IEC 27001:2013</b> A.12.4.1, A.12.4.2, A.12.4.3, A.12.4.4, A.12.7.1 <b>NIST SP 800-53 Rev. 4</b> AU Family
		<b>PR.PT-2:</b> Removable media is protected and its use restricted according to policy	<b>CIS CSC 8, 13</b> <b>COBIT 5</b> APO13.01, DSS05.02, DSS05.06 <b>ISA 62443-3-3:2013</b> SR 2.3 <b>ISO/IEC 27001:2013</b> A.8.2.1, A.8.2.2, A.8.2.3, A.8.3.1, A.8.3.3, A.11.2.9

Function	Category	Subcategory	Informative References
			<b>NIST SP 800-53 Rev. 4</b> MP-2, MP-3, MP-4, MP-5, MP-7, MP-8
		<b>PR.PT-3:</b> The principle of least functionality is incorporated by configuring systems to provide only essential capabilities	<b>CIS CSC</b> 3, 11, 14 <b>COBIT 5</b> DSS05.02, DSS05.05, DSS06.06 <b>ISA 62443-2-1:2009</b> 4.3.3.5.1, 4.3.3.5.2, 4.3.3.5.3, 4.3.3.5.4, 4.3.3.5.5, 4.3.3.5.6, 4.3.3.5.7, 4.3.3.5.8, 4.3.3.6.1, 4.3.3.6.2, 4.3.3.6.3, 4.3.3.6.4, 4.3.3.6.5, 4.3.3.6.6, 4.3.3.6.7, 4.3.3.6.8, 4.3.3.6.9, 4.3.3.7.1, 4.3.3.7.2, 4.3.3.7.3, 4.3.3.7.4 <b>ISA 62443-3-3:2013</b> SR 1.1, SR 1.2, SR 1.3, SR 1.4, SR 1.5, SR 1.6, SR 1.7, SR 1.8, SR 1.9, SR 1.10, SR 1.11, SR 1.12, SR 1.13, SR 2.1, SR 2.2, SR 2.3, SR 2.4, SR 2.5, SR 2.6, SR 2.7 <b>ISO/IEC 27001:2013</b> A.9.1.2 <b>NIST SP 800-53 Rev. 4</b> AC-3, CM-7
		<b>PR.PT-4:</b> Communications and control networks are protected	<b>CIS CSC</b> 8, 12, 15 <b>COBIT 5</b> DSS05.02, APO13.01 <b>ISA 62443-3-3:2013</b> SR 3.1, SR 3.5, SR 3.8, SR 4.1, SR 4.3, SR 5.1, SR 5.2, SR 5.3, SR 7.1, SR 7.6 <b>ISO/IEC 27001:2013</b> A.13.1.1, A.13.2.1, A.14.1.3 <b>NIST SP 800-53 Rev. 4</b> AC-4, AC-17, AC-18, CP-8, SC-7, SC-19, SC-20, SC-21, SC-22, SC-23, SC-24, SC-25, SC-29, SC-32, SC-36, SC-37, SC-38, SC-39, SC-40, SC-41, SC-43
<b>PR.PT-5:</b> Mechanisms (e.g., failsafe, load balancing, hot swap) are implemented to achieve resilience requirements in normal and adverse situations	<b>COBIT 5</b> BAI04.01, BAI04.02, BAI04.03, BAI04.04, BAI04.05, DSS01.05 <b>ISA 62443-2-1:2009</b> 4.3.2.5.2 <b>ISA 62443-3-3:2013</b> SR 7.1, SR 7.2 <b>ISO/IEC 27001:2013</b> A.17.1.2, A.17.2.1 <b>NIST SP 800-53 Rev. 4</b> CP-7, CP-8, CP-11, CP-13, PL-8, SA-14, SC-6		
<b>DETECT (DE)</b>	<b>Anomalies and Events (DE.AE):</b> Anomalous activity is detected	<b>DE.AE-1:</b> A baseline of network operations and expected data flows for	<b>CIS CSC</b> 1, 4, 6, 12, 13, 15, 16 <b>COBIT 5</b> DSS03.01 <b>ISA 62443-2-1:2009</b> 4.4.3.3

Function	Category	Subcategory	Informative References
	and the potential impact of events is understood.	users and systems is established and managed	ISO/IEC 27001:2013 A.12.1.1, A.12.1.2, A.13.1.1, A.13.1.2 NIST SP 800-53 Rev. 4 AC-4, CA-3, CM-2, SI-4
		DE.AE-2: Detected events are analyzed to understand attack targets and methods	CIS CSC 3, 6, 13, 15 COBIT 5 DSS05.07 ISA 62443-2-1:2009 4.3.4.5.6, 4.3.4.5.7, 4.3.4.5.8 ISA 62443-3-3:2013 SR 2.8, SR 2.9, SR 2.10, SR 2.11, SR 2.12, SR 3.9, SR 6.1, SR 6.2 ISO/IEC 27001:2013 A.12.4.1, A.16.1.1, A.16.1.4 NIST SP 800-53 Rev. 4 AU-6, CA-7, IR-4, SI-4
		DE.AE-3: Event data are collected and correlated from multiple sources and sensors	CIS CSC 1, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16 COBIT 5 BAI08.02 ISA 62443-3-3:2013 SR 6.1 ISO/IEC 27001:2013 A.12.4.1, A.16.1.7 NIST SP 800-53 Rev. 4 AU-6, CA-7, IR-4, IR-5, IR-8, SI-4
		DE.AE-4: Impact of events is determined	CIS CSC 4, 6 COBIT 5 APO12.06, DSS03.01 ISO/IEC 27001:2013 A.16.1.4 NIST SP 800-53 Rev. 4 CP-2, IR-4, RA-3, SI-4
		DE.AE-5: Incident alert thresholds are established	CIS CSC 6, 19 COBIT 5 APO12.06, DSS03.01 ISA 62443-2-1:2009 4.2.3.10 ISO/IEC 27001:2013 A.16.1.4 NIST SP 800-53 Rev. 4 IR-4, IR-5, IR-8
	<b>Security Continuous Monitoring (DE.CM):</b> The information system and assets are monitored to identify cybersecurity events and verify	DE.CM-1: The network is monitored to detect potential cybersecurity events	CIS CSC 1, 7, 8, 12, 13, 15, 16 COBIT 5 DSS01.03, DSS03.05, DSS05.07 ISA 62443-3-3:2013 SR 6.2 NIST SP 800-53 Rev. 4 AC-2, AU-12, CA-7, CM-3, SC-5, SC-7, SI-4



Function	Category	Subcategory	Informative References
	the effectiveness of protective measures.	<b>DE.CM-2:</b> The physical environment is monitored to detect potential cybersecurity events	<b>COBIT 5</b> DSS01.04, DSS01.05 <b>ISA 62443-2-1:2009</b> 4.3.3.3, 8 <b>ISO/IEC 27001:2013</b> A.11.1.1, A.11.1.2 <b>NIST SP 800-53 Rev. 4</b> CA-7, PE-3, PE-6, PE-20
		<b>DE.CM-3:</b> Personnel activity is monitored to detect potential cybersecurity events	<b>CIS CSC</b> 5, 7, 14, 16 <b>COBIT 5</b> DSS05.07 <b>ISA 62443-3-3:2013</b> SR 6.2 <b>ISO/IEC 27001:2013</b> A.12.4.1, A.12.4.3 <b>NIST SP 800-53 Rev. 4</b> AC-2, AU-12, AU-13, CA-7, CM-10, CM-11
		<b>DE.CM-4:</b> Malicious code is detected	<b>CIS CSC</b> 4, 7, 8, 12 <b>COBIT 5</b> DSS05.01 <b>ISA 62443-2-1:2009</b> 4.3.4.3, 8 <b>ISA 62443-3-3:2013</b> SR 3.2 <b>ISO/IEC 27001:2013</b> A.12.2.1 <b>NIST SP 800-53 Rev. 4</b> SI-3, SI-8
		<b>DE.CM-5:</b> Unauthorized mobile code is detected	<b>CIS CSC</b> 7, 8 <b>COBIT 5</b> DSS05.01 <b>ISA 62443-3-3:2013</b> SR 2.4 <b>ISO/IEC 27001:2013</b> A.12.5.1, A.12.6.2 <b>NIST SP 800-53 Rev. 4</b> SC-18, SI-4, SC-44
		<b>DE.CM-6:</b> External service provider activity is monitored to detect potential cybersecurity events	<b>COBIT 5</b> APO07.06, APO10.05 <b>ISO/IEC 27001:2013</b> A.14.2.7, A.15.2.1 <b>NIST SP 800-53 Rev. 4</b> CA-7, PS-7, SA-4, SA-9, SI-4
		<b>DE.CM-7:</b> Monitoring for unauthorized personnel, connections, devices, and software is performed	<b>CIS CSC</b> 1, 2, 3, 5, 9, 12, 13, 15, 16 <b>COBIT 5</b> DSS05.02, DSS05.05 <b>ISO/IEC 27001:2013</b> A.12.4.1, A.14.2.7, A.15.2.1 <b>NIST SP 800-53 Rev. 4</b> AU-12, CA-7, CM-3, CM-8, PE-3, PE-6, PE-20, SI-4
		<b>DE.CM-8:</b> Vulnerability scans are performed	<b>CIS CSC</b> 4, 20

Function	Category	Subcategory	Informative References
	<b>Detection Processes (DE.DP):</b> Detection processes and procedures are maintained and tested to ensure awareness of anomalous events.		<b>COBIT 5</b> BAI03.10, DSS05.01 <b>ISA 62443-2-1:2009</b> 4.2.3.1, 4.2.3.7 <b>ISO/IEC 27001:2013</b> A.12.6.1 <b>NIST SP 800-53 Rev. 4</b> RA-5
		<b>DE.DP-1:</b> Roles and responsibilities for detection are well defined to ensure accountability	<b>CIS CSC</b> 19 <b>COBIT 5</b> APO01.02, DSS05.01, DSS06.03 <b>ISA 62443-2-1:2009</b> 4.4.3.1 <b>ISO/IEC 27001:2013</b> A.6.1.1, A.7.2.2 <b>NIST SP 800-53 Rev. 4</b> CA-2, CA-7, PM-14
		<b>DE.DP-2:</b> Detection activities comply with all applicable requirements	<b>COBIT 5</b> DSS06.01, MEA03.03, MEA03.04 <b>ISA 62443-2-1:2009</b> 4.4.3.2 <b>ISO/IEC 27001:2013</b> A.18.1.4, A.18.2.2, A.18.2.3 <b>NIST SP 800-53 Rev. 4</b> AC-25, CA-2, CA-7, SA-18, SI-4, PM-14
		<b>DE.DP-3:</b> Detection processes are tested	<b>COBIT 5</b> APO13.02, DSS05.02 <b>ISA 62443-2-1:2009</b> 4.4.3.2 <b>ISA 62443-3-3:2013</b> SR 3.3 <b>ISO/IEC 27001:2013</b> A.14.2.8 <b>NIST SP 800-53 Rev. 4</b> CA-2, CA-7, PE-3, SI-3, SI-4, PM-14
		<b>DE.DP-4:</b> Event detection information is communicated	<b>CIS CSC</b> 19 <b>COBIT 5</b> APO08.04, APO12.06, DSS02.05 <b>ISA 62443-2-1:2009</b> 4.3.4.5.9 <b>ISA 62443-3-3:2013</b> SR 6.1 <b>ISO/IEC 27001:2013</b> A.16.1.2, A.16.1.3 <b>NIST SP 800-53 Rev. 4</b> AU-6, CA-2, CA-7, RA-5, SI-4
		<b>DE.DP-5:</b> Detection processes are continuously improved	<b>COBIT 5</b> APO11.06, APO12.06, DSS04.05 <b>ISA 62443-2-1:2009</b> 4.4.3.4 <b>ISO/IEC 27001:2013</b> A.16.1.6 <b>NIST SP 800-53 Rev. 4</b> , CA-2, CA-7, PL-2, RA-5, SI-4, PM-14

Function	Category	Subcategory	Informative References	
<b>RESPOND (RS)</b>	<b>Response Planning (RS.RP):</b> Response processes and procedures are executed and maintained, to ensure response to detected cybersecurity incidents.	<b>RS.RP-1:</b> Response plan is executed during or after an incident	CIS CSC 19 COBIT 5 APO12.06, BAI01.10 ISA 62443-2-1:2009 4.3.4.5.1 ISO/IEC 27001:2013 A.16.1.5 NIST SP 800-53 Rev. 4 CP-2, CP-10, IR-4, IR-8	
		<b>Communications (RS.CO):</b> Response activities are coordinated with internal and external stakeholders (e.g. external support from law enforcement agencies).	<b>RS.CO-1:</b> Personnel know their roles and order of operations when a response is needed	CIS CSC 19 COBIT 5 EDM03.02, APO01.02, APO12.03 ISA 62443-2-1:2009 4.3.4.5.2, 4.3.4.5.3, 4.3.4.5.4 ISO/IEC 27001:2013 A.6.1.1, A.7.2.2, A.16.1.1 NIST SP 800-53 Rev. 4 CP-2, CP-3, IR-3, IR-8
			<b>RS.CO-2:</b> Incidents are reported consistent with established criteria	CIS CSC 19 COBIT 5 DSS01.03 ISA 62443-2-1:2009 4.3.4.5.5 ISO/IEC 27001:2013 A.6.1.3, A.16.1.2 NIST SP 800-53 Rev. 4 AU-6, IR-6, IR-8
			<b>RS.CO-3:</b> Information is shared consistent with response plans	CIS CSC 19 COBIT 5 DSS03.04 ISA 62443-2-1:2009 4.3.4.5.2 ISO/IEC 27001:2013 A.16.1.2, Clause 7.4, Clause 16.1.2 NIST SP 800-53 Rev. 4 CA-2, CA-7, CP-2, IR-4, IR-8, PE-6, RA-5, SI-4
			<b>RS.CO-4:</b> Coordination with stakeholders occurs consistent with response plans	CIS CSC 19 COBIT 5 DSS03.04 ISA 62443-2-1:2009 4.3.4.5.5 ISO/IEC 27001:2013 Clause 7.4 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-8
			<b>RS.CO-5:</b> Voluntary information sharing occurs with external stakeholders to achieve broader cybersecurity situational awareness	CIS CSC 19 COBIT 5 BAI08.04 ISO/IEC 27001:2013 A.6.1.4 NIST SP 800-53 Rev. 4 SI-5, PM-15

Function	Category	Subcategory	Informative References
	<b>Analysis (RS.AN):</b> Analysis is conducted to ensure effective response and support recovery activities.	<b>RS.AN-1:</b> Notifications from detection systems are investigated	CIS CSC 4, 6, 8, 19 COBIT 5 DSS02.04, DSS02.07 ISA 62443-2-1:2009 4.3.4.5.6, 4.3.4.5.7, 4.3.4.5.8 ISA 62443-3-3:2013 SR 6.1 ISO/IEC 27001:2013 A.12.4.1, A.12.4.3, A.16.1.5 NIST SP 800-53 Rev. 4 AU-6, CA-7, IR-4, IR-5, PE-6, SI-4
		<b>RS.AN-2:</b> The impact of the incident is understood	COBIT 5 DSS02.02 ISA 62443-2-1:2009 4.3.4.5.6, 4.3.4.5.7, 4.3.4.5.8 ISO/IEC 27001:2013 A.16.1.4, A.16.1.6 NIST SP 800-53 Rev. 4 CP-2, IR-4
		<b>RS.AN-3:</b> Forensics are performed	COBIT 5 APO12.06, DSS03.02, DSS05.07 ISA 62443-3-3:2013 SR 2.8, SR 2.9, SR 2.10, SR 2.11, SR 2.12, SR 3.9, SR 6.1 ISO/IEC 27001:2013 A.16.1.7 NIST SP 800-53 Rev. 4 AU-7, IR-4
		<b>RS.AN-4:</b> Incidents are categorized consistent with response plans	CIS CSC 19 COBIT 5 DSS02.02 ISA 62443-2-1:2009 4.3.4.5.6 ISO/IEC 27001:2013 A.16.1.4 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-5, IR-8
		<b>RS.AN-5:</b> Processes are established to receive, analyze and respond to vulnerabilities disclosed to the organization from internal and external sources (e.g. internal testing, security bulletins, or security researchers)	CIS CSC 4, 19 COBIT 5 EDM03.02, DSS05.07 NIST SP 800-53 Rev. 4 SI-5, PM-15
	<b>Mitigation (RS.MI):</b> Activities are performed to prevent expansion of an event, mitigate its effects, and resolve the incident.	<b>RS.MI-1:</b> Incidents are contained	CIS CSC 19 COBIT 5 APO12.06 ISA 62443-2-1:2009 4.3.4.5.6 ISA 62443-3-3:2013 SR 5.1, SR 5.2, SR 5.4 ISO/IEC 27001:2013 A.12.2.1, A.16.1.5

Function	Category	Subcategory	Informative References	
			NIST SP 800-53 Rev. 4 IR-4	
		RS.MI-2: Incidents are mitigated	CIS CSC 4, 19 COBIT 5 APO12.06 ISA 62443-2-1:2009 4.3.4.5.6, 4.3.4.5.10 ISO/IEC 27001:2013 A.12.2.1, A.16.1.5 NIST SP 800-53 Rev. 4 IR-4	
		RS.MI-3: Newly identified vulnerabilities are mitigated or documented as accepted risks	CIS CSC 4 COBIT 5 APO12.06 ISO/IEC 27001:2013 A.12.6.1 NIST SP 800-53 Rev. 4 CA-7, RA-3, RA-5	
		<b>Improvements (RS.IM):</b> Organizational response activities are improved by incorporating lessons learned from current and previous detection/response activities.	RS.IM-1: Response plans incorporate lessons learned	COBIT 5 BAI01.13 ISA 62443-2-1:2009 4.3.4.5.10, 4.4.3.4 ISO/IEC 27001:2013 A.16.1.6, Clause 10 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-8
			RS.IM-2: Response strategies are updated	COBIT 5 BAI01.13, DSS04.08 ISO/IEC 27001:2013 A.16.1.6, Clause 10 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-8
		<b>RECOVER (RC)</b>	<b>Recovery Planning (RC.RP):</b> Recovery processes and procedures are executed and maintained to ensure restoration of systems or assets affected by cybersecurity incidents.	RC.RP-1: Recovery plan is executed during or after a cybersecurity incident
<b>Improvements (RC.IM):</b> Recovery planning and processes are improved by incorporating lessons learned into future activities.	RC.IM-1: Recovery plans incorporate lessons learned			COBIT 5 APO12.06, BAI05.07, DSS04.08 ISA 62443-2-1:2009 4.4.3.4 ISO/IEC 27001:2013 A.16.1.6, Clause 10 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-8
	RC.IM-2: Recovery strategies are updated		COBIT 5 APO12.06, BAI07.08 ISO/IEC 27001:2013 A.16.1.6, Clause 10 NIST SP 800-53 Rev. 4 CP-2, IR-4, IR-8	

Function	Category	Subcategory	Informative References
	<b>Communications (RC.CO):</b> Restoration activities are coordinated with internal and external parties (e.g. coordinating centers, Internet Service Providers, owners of attacking systems, victims, other CSIRTs, and vendors).	<b>RC.CO-1:</b> Public relations are managed	<b>COBIT 5</b> EDM03.02 <b>ISO/IEC 27001:2013</b> A.6.1.4, Clause 7.4
		<b>RC.CO-2:</b> Reputation is repaired after an incident	<b>COBIT 5</b> MEA03.02 <b>ISO/IEC 27001:2013</b> Clause 7.4
		<b>RC.CO-3:</b> Recovery activities are communicated to internal and external stakeholders as well as executive and management teams	<b>COBIT 5</b> APO12.06 <b>ISO/IEC 27001:2013</b> Clause 7.4 <b>NIST SP 800-53 Rev. 4</b> CP-2, IR-4

Information regarding Informative References described in Appendix A may be found at the following locations:

- Control Objectives for Information and Related Technology (COBIT): <http://www.isaca.org/COBIT/Pages/default.aspx>
- CIS Critical Security Controls for Effective Cyber Defense (CIS Controls): <https://www.cisecurity.org>
- American National Standards Institute/International Society of Automation (ANSI/ISA)-62443-2-1 (99.02.01)-2009, *Security for Industrial Automation and Control Systems: Establishing an Industrial Automation and Control Systems Security Program*: <https://www.isa.org/templates/one-column.aspx?pageid=111294&productId=116731>
- ANSI/ISA-62443-3-3 (99.03.03)-2013, *Security for Industrial Automation and Control Systems: System Security Requirements and Security Levels*: <https://www.isa.org/templates/one-column.aspx?pageid=111294&productId=116785>
- ISO/IEC 27001, *Information technology -- Security techniques -- Information security management systems -- Requirements*: <https://www.iso.org/standard/54534.html>
- NIST SP 800-53 Rev. 4 - NIST Special Publication 800-53 Revision 4, *Security and Privacy Controls for Federal Information Systems and Organizations*, April 2013 (including updates as of January 22, 2015). <https://doi.org/10.6028/NIST.SP.800-53r4>. Informative References are only mapped to the control level, though any control enhancement might be found useful in achieving a subcategory outcome.

Mappings between the Framework Core Subcategories and the specified sections in the Informative References are not intended to definitively determine whether the specified sections in the Informative References provide the desired Subcategory outcome.

Informative References are not exhaustive, in that not every element (e.g., control, requirement) of a given Informative Reference is mapped to Framework Core Subcategories.

## Appendix B: Glossary

This appendix defines selected terms used in the publication.

Table 3: Framework Glossary

<b>Buyer</b>	The people or organizations that consume a given product or service.
<b>Category</b>	The subdivision of a Function into groups of cybersecurity outcomes, closely tied to programmatic needs and particular activities. Examples of Categories include “Asset Management,” “Identity Management and Access Control,” and “Detection Processes.”
<b>Critical Infrastructure</b>	Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on cybersecurity, national economic security, national public health or safety, or any combination of those matters.
<b>Cybersecurity</b>	The process of protecting information by preventing, detecting, and responding to attacks.
<b>Cybersecurity Event</b>	A cybersecurity change that may have an impact on organizational operations (including mission, capabilities, or reputation).
<b>Cybersecurity Incident</b>	A cybersecurity event that has been determined to have an impact on the organization prompting the need for response and recovery.
<b>Detect (function)</b>	Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<b>Framework</b>	A risk-based approach to reducing cybersecurity risk composed of three parts: the Framework Core, the Framework Profile, and the Framework Implementation Tiers. Also known as the “Cybersecurity Framework.”
<b>Framework Core</b>	A set of cybersecurity activities and references that are common across critical infrastructure sectors and are organized around particular outcomes. The Framework Core comprises four types of elements: Functions, Categories, Subcategories, and Informative References.
<b>Framework Implementation Tier</b>	A lens through which to view the characteristics of an organization’s approach to risk—how an organization views cybersecurity risk and the processes in place to manage that risk.

<b>Framework Profile</b>	A representation of the outcomes that a particular system or organization has selected from the Framework Categories and Subcategories.
<b>Function</b>	One of the main components of the Framework. Functions provide the highest level of structure for organizing basic cybersecurity activities into Categories and Subcategories. The five functions are Identify, Protect, Detect, Respond, and Recover.
<b>Identify (function)</b>	Develop the organizational understanding to manage cybersecurity risk to systems, assets, data, and capabilities.
<b>Informative Reference</b>	A specific section of standards, guidelines, and practices common among critical infrastructure sectors that illustrates a method to achieve the outcomes associated with each Subcategory. An example of an Informative Reference is ISO/IEC 27001 Control A.10.8.3, which supports the “Data-in-transit is protected” Subcategory of the “Data Security” Category in the “Protect” function.
<b>Mobile Code</b>	A program (e.g., script, macro, or other portable instruction) that can be shipped unchanged to a heterogeneous collection of platforms and executed with identical semantics.
<b>Protect (function)</b>	Develop and implement the appropriate safeguards to ensure delivery of critical infrastructure services.
<b>Privileged User</b>	A user that is authorized (and, therefore, trusted) to perform security-relevant functions that ordinary users are not authorized to perform.
<b>Recover (function)</b>	Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.
<b>Respond (function)</b>	Develop and implement the appropriate activities to take action regarding a detected cybersecurity event.
<b>Risk</b>	A measure of the extent to which an entity is threatened by a potential circumstance or event, and typically a function of: (i) the adverse impacts that would arise if the circumstance or event occurs; and (ii) the likelihood of occurrence.
<b>Risk Management</b>	The process of identifying, assessing, and responding to risk.
<b>Subcategory</b>	The subdivision of a Category into specific outcomes of technical and/or management activities. Examples of Subcategories include “External information systems are catalogued,” “Data-at-rest is protected,” and “Notifications from detection systems are investigated.”



<b>Supplier</b>	Product and service providers used for an organization's internal purposes (e.g., IT infrastructure) or integrated into the products of services provided to that organization's Buyers.
<b>Taxonomy</b>	A scheme of classification.

## Appendix C: Acronyms

This appendix defines selected acronyms used in the publication.

<b>ANSI</b>	American National Standards Institute
<b>CEA</b>	Cybersecurity Enhancement Act of 2014
<b>CIS</b>	Center for Internet Security
<b>COBIT</b>	Control Objectives for Information and Related Technology
<b>CPS</b>	Cyber-Physical Systems
<b>CSC</b>	Critical Security Control
<b>DHS</b>	Department of Homeland Security
<b>EO</b>	Executive Order
<b>ICS</b>	Industrial Control Systems
<b>IEC</b>	International Electrotechnical Commission
<b>IoT</b>	Internet of Things
<b>IR</b>	Interagency Report
<b>ISA</b>	International Society of Automation
<b>ISAC</b>	Information Sharing and Analysis Center
<b>ISAO</b>	Information Sharing and Analysis Organization
<b>ISO</b>	International Organization for Standardization
<b>IT</b>	Information Technology
<b>NIST</b>	National Institute of Standards and Technology
<b>OT</b>	Operational Technology
<b>PII</b>	Personally Identifiable Information
<b>RFI</b>	Request for Information
<b>RMP</b>	Risk Management Process
<b>SCRM</b>	Supply Chain Risk Management
<b>SP</b>	Special Publication